COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Air Force Instruction 13-213 USAFESUP_I, *Airfield Driving*, and establishes policies, procedures and responsibility for control of vehicle/pedestrian operations on the Incirlik AB (IAB) airfield. This instruction applies to all 39 ABW personnel, tenant personnel and TDY/deployed personnel driving on the airfield. Regardless of past airfield driving experience, the contents apply to all personnel who must operate government owned or leased vehicles and vehicles operated by contractors on the airfield. This instruction augments AFI 13-213 and AFI 13-213 USAFESUP_I, *Airfield Driving* and AFMAN 24-306, *Manual For the Wheeled Vehicle Driver*, Ch 20. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/gcss-af61a/afrims/afrims**/.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. AFI 13-213, 29 Jan 2008; Chapters 1, 2, 3, 5 through 7 were rescinded and incorporated into AFI 13-204, *Airfield Operations,* Volumes 1 through 3, dated 1 Sep 10. Major changes to the AFI 13-213 include changing the title from Airfield Management to Airfield Driving, updating airfield driving

procedures, training standards and program management. This AFI also incorporates runway incursion prevention methods outlined in the USAF/A/3/5 message Date Time Group: 062240Z Feb 09. A number of editorial/reference corrections were also made.

Chapter 1

OVERVIEW

1.1. Overview. This instruction establishes responsibilities and operating procedures for vehicle operations on the Incirlik AB (IAB) airfield. Airfield driving is for official use only, with maximum attention paid to safety and accident prevention. Drivers may not deviate from procedures or principles set forth in this instruction except in the interest of safety. Airfield safety is paramount; conscientious and safe driving can prevent most accidents. The requirements of this instruction must be included in the unit's self-inspection program if personnel perform airfield driving duties. A Unit Self-Inspection Checklist is included as **Attachment 4**.

1.2. Goal of Airfield Driving Program. The goal of the Airfield Driving Program (ADP) is to maintain a safe flying environment. The irresponsible use of motor vehicles on the airfield presents a clear and definite danger, both to aircraft and ground personnel. Carelessness, haste and disregard for established safety standards are the primary sources of aircraft-vehicle incidents.

1.3. Standards and Requirements. The standards set in this publication apply to all motor vehicles on the airfield. Only properly trained and certified personnel will drive on the IAB airfield. All personnel operating a vehicle on the airfield must be knowledgeable of and must comply with this instruction. In addition, they must be trained on local driving procedures and possess a valid AF IMT 483, *Certificate of Competency*. The AF IMT 483 must be issued and endorsed by the 39th Operations Support Squadron, Airfield Management Operations (AMOPS) in order to be valid. This requirement applies to military and civilian employees assigned to, visiting, contracted or on temporary duty to IAB, and to all types of vehicles, i.e., military, commercial and private owned. If personnel or contractors that do not have a valid AF IMT 483 an escort is required.

1.4. OPR. This instruction does not address every possible airfield driving scenario. Contact AMOPS at 676-6156/7 if you have any questions or require clarification.

Chapter 2

RESPONSIBILITIES

2.1. General.

2.1.1. All personnel utilizing the IAB airfield shall be responsible for ensuring a safe operating environment exists at all times. Report any violators of this regulation to your supervisor or Airfield Management (AM) immediately.

2.1.2. Respective Unit Commanders, Wing Airfield Driving Program Manager (WADPM), Unit Airfield Driving Program Managers (UADPM), Airfield Operations Flight Commander (AOF/CC), Airfield Manager (AFM), all AM and Security Forces (SFS) personnel have the authority to revoke airfield driving privileges at any time.

2.2. Host Wing Commander (39 ABW/CC).

2.2.1. Designates personnel and agencies to support the ADP.

2.2.2. May reinstate airfield driving privileges, in writing, to perform mission essential duties following suspension/revocation of an individual's civilian driving license and/or base driving privileges. Authority must not be delegated.

2.2.3. Approves publication of the Airfield Driving Instruction (ADI).

2.2.4. Reviews and provides endorsing comments on all AF IMT 4058, *Airfield Operations Policy Waiver,* and AF Form 847, *Recommendation for Change of Publication*.

2.2.5. Implements and chairs a Runway Incursion Prevention Working Group (RIPWG) if there are more than two runway incursions within a six month period. May delegate RIPWG responsibilities to 39 ABW/CV. **Note:** The RIPWG shall convene within 30 days after the second runway incursion. See AFI 13-213 USAFESUP_I, paragraphs 2.5.2.1 - 2.5.2.3 for additional RIPWG information.

2.2.6. Reviews Controlled Movement Area Violations (CMAVs), Runway Incursions and corrective actions taken.

2.2.7. Requests an AF Runway Safety Action Team (AFRSAT), through HQ USAFE Airfield Operations (USAFE A3/A3CA), if there are recurring problems with runway incursions.

2.3. Unit Commander or equivalent.

2.3.1. Appoints a primary and alternate(s) UADPM, in writing, to manage training and testing requirements of unit personnel who are required to operate a vehicle on the airfield. The Unit Commander shall forward a copy of the appointment letter to the WADPM. See **Attachment 2** for a sample appointment letter.

    2.3.1.1. The minimum grade for UADPMs is SSgt/7-level or civilian equivalent. Qualified SSgt/5-level or civilian equivalent can be utilized if manning constraints exist. **Note:** The responsible Group Commander (or equivalent) is delegated authority to waive this requirement. The Unit Commander shall forward a copy of the delegation waiver letter to the WADPM. The letter must be updated annually to reflect the current calendar year.

2.3.1.2. Air Force Training Course (AFTC) completion dates must be annotated on the appointment letter. UADPMs shall maintain AFTC certificates for all Trainers.

2.3.1.3. Ensures replacement UADPMs are appointed in writing and trained by the WADPM at least 30 days prior to releasing the current UADPMs.

2.3.2. Appoints unit airfield driving trainers.

2.3.2.1. The appointment letter may be consolidated with the UADPM appointment letter. The appointment letter shall list the AFTC completion dates for UADPMs and Trainers. See **Attachment 2** for a sample appointment letter.

2.3.2.2. Trainers must have completed the AFTC, maintains a current AF IMT 483 and has 6 months of cumulative airfield driving experience with no airfield driving violations. A waiver authority shall not be delegated from appropriate Unit Commander (or equivalent).

2.3.3. Certifies personnel are qualified to drive on the airfield. Authority may be delegated, in writing, to UADPMs.

2.3.4. Ensures unit personnel complete the required training and testing requirements, outlined in this ADI, prior to obtaining an AF IMT 483, *Certificate of Competency*.

2.3.5. Limits the unit's number of qualified airfield drivers to the absolute minimum necessary to accomplish the mission.

2.3.6. Upon suspension or revocation of a unit member's civilian driving license and/or base driving privileges, the Unit Commander will suspend the unit member's airfield driving privileges and notifies the WADPM and UADPM in writing. Reinstatement requests must be processed IAW paragraph **2.2.2**

2.3.7. Ensures UADPMs can adequately manage the number of airfield drivers within their organization. **Note:** Large organization (e.g. 39 CES) should consider dividing the UADPM up by office. An organizational split can provide effective program management and higher quality training, likely reducing airfield driving violations and runway incursions. Smaller organizations (e.g. 39 ABW/SE) should consider combining or consolidate their ADP with another small unit.

2.3.8. Reviews AF IMT 1313, *Driver Record*, to determine unit personnel qualifications before permitting them to operate a vehicle and/or equipment on the airfield.

2.3.9. Ensures UADPMs and designated trainers provide general Incirlik airfield driving training to all personnel before they are allowed to drive vehicles on the airfield.

2.3.9.1. Testing will include practical day and night (as applicable) airfield familiarization training and practical driving tests.

2.3.9.2. UAPDMs and/or trainers are required to check in at AMOPS, with trainees, prior to conducting day and night airfield familiarization training. Verification of personnel in database is conducted prior to taking the wing level airfield driving test (AMC ADTP Step 4 test).

2.3.10. Ensures unit airfield drivers limit their access on or across the runway to mission essential duties only.

2.3.11. Participates in the RIPWG.

2.4. Airfield Operations Flight Commander (AOF)

2.4.1. Participates in RIPWG.

2.4.2. The AOF/CC will work together with Safety, AFM and the WADPM to assign all runway incursions an operational category.

2.5. Wing Airfield Driving Program Manager (WADPM).

2.5.1. The Deputy Airfield Manager (DAFM), or civilian equivalent, serves as the WADPM to provide overall ADP management and oversight. The preferred grade of the WADPM is MSgt/E-7 or civilian equivalent. The WADPM shall meet qualification requirements IAW AFI 13-204V3.

2.5.2. Maintains the Wing ADP and develops the Wing ADI IAW AFI 13-213 USAFESUP_I, Chapter 3. ADI can be a stand-alone publication that is coordinated and approved by HQ USAFE A3/A3CA prior to final publication and implementation.

2.5.3. Uses **Attachment 3** to conduct initial and annual training on UADPMs.

2.5.4. Provides UADPMs with a copy of the ADI, training curriculum, and testing materials.

2.5.5. Conducts an annual review of the ADI for currency and accuracy.   Uses a Memorandum for Record (MFR) to document ADI program reviews and maintains a file copy IAW Air Force Records Disposition Schedule, Table 13-06, Rule 4.00. At a minimum, review must include:

2.5.5.1. Procedural guidance.

2.5.5.2. Training/testing materials.

2.5.5.3. Airfield diagrams, figures and any other supportive information.

2.5.6. Conducts quality control measures to monitor the effectiveness of unit airfield driver training programs. At a minimum, the WADPM shall:

2.5.6.1. Routinely monitor Ramp Net radio for proper terminology/phraseology and discipline.

2.5.6.2. Conduct random spot checks for enforcement and compliance with the ADI.

2.5.6.2.1. Report spot check violations to the AFM, AOF/CC, individual's Unit Commander and UADPM.

2.5.6.2.2. Report and document spot check results (unit/office symbol) in the "status of airfield driving" section of the quarterly Airfield Operations Board (AOB) minutes.

2.5.6.2.3. At a minimum, the spot check shall include:

2.5.6.2.3.1. A check of the airfield driver's AF IMT 483 for accuracy/currency.

2.5.6.2.3.2. Availability/currency of AF Visual Aids (e.g., AFVA 11-240, *Airports Signs and Markings*, AFVA 13-221, *Control Tower Light Signals*, AFVA 13-222, *Runway/Controlled Movement Area Procedures).*

2.5.6.2.3.3. Availability/currency of the local airfield diagram.

2.5.6.3. Conduct semi-annual Staff Assistance Visit (SAV) on each unit ADP for program integrity, compliance with the ADI and overall effectiveness of program management. Discusses unit trends or problems with UADPMs (e.g. spot checks, violations/infractions, etc.).

2.5.6.3.1. Uses **Attachment 4** to review/inspect the unit ADP.

2.5.6.3.2. Provides inspection results to Unit Commanders and briefs results at the AOB.

2.5.6.3.3. At a unit's request, conducts additional SAVs to help resolve specific ADP problem(s) and trending issues.

2.5.7. Develops and distributes media to educate and update airfield drivers on airfield changes, trends and special events. Media can be distributed to UADPMs and subsequently forwarded to unit personnel.

2.5.8. Maintains a WADPM continuity binder in the TAB format below. **Note:** Unit program information may be located in a single binder or the electronic equivalent. Utilize DD Form 2861, *Cross Reference*, under the appropriate TAB for data maintained electronically. Electronically maintained records must be backed up/archived quarterly.

2.5.8.1. TAB A: UADPM appointment letter(s), Airfield Driving Instructor appointment letter(s).

2.5.8.2. TAB B: IABI 13-213 (ADI).

2.5.8.3. TAB C: Annual Program Inspection Results.

2.5.8.4. TAB D: UADPM Training Documentation.

2.5.8.5. TAB E: Current list of unit assigned airfield drivers.

2.5.8.6. TAB F: USAF Airfield Driving CBT, Training Curriculum, Test/Answer Key.

2.5.8.7. TAB G: Unit airfield driving specialty requirements (as applicable).

2.5.8.8. TAB H: Airfield Violations/Corrective actions.

2.5.8.9. TAB I: References (e.g., AFMAN 24-306, *Manual for Wheeled Vehicle Driver*, Chapter 20, AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, Chapter 24, AFI 21-101, *Aircraft and Equipment Maintenance Management*, AFI 13-213 USAFESUP_I, *Airfield Driving*, etc.) **Note:** References may be hard copy or electronically maintained.

2.5.8.10. TAB J: Miscellaneous information (e.g. Meeting Minutes, Monthly Bulletins, etc.).

2.5.8.11. Maintain documentation (e.g. Meeting Minutes, Airfield Closure Notifications, Advisories, etc.) for 12 months.

2.5.9. Conducts semi-annual meetings with UADPMs to provide training, brief CMAVs, trends, etc.

2.5.9.1. Meeting may be held in conjunction with the base VCO/VCNO meeting.

2.5.9.2. Documents the semi-annual meeting minutes on an MFR and maintains a file copy in TAB J of the WADPM Continuity Binder or electronic equivalent.

2.5.10. Conducts annual refresher training on all UADPMs. Refresher training may be completed in conjunction with semi-annual UADPM meeting.

2.5.10.1. Coordinates with 39 ABW/IGI to evaluate emergency response procedures on or near the runway during at least one annual exercise (e.g. Major Accident Response Exercise, Anti-Hijacking Exercise, etc.).

2.5.10.2. Documents completion of evaluation on an MFR and maintains a file copy in TAB J of the ADP Binder or electronic equivalent.

2.5.11. Coordinates on unit airfield driving lesson plans and tests.

2.5.12. Maintains Primary WADPM rights on the Air Mobility Command (AMC) Airfield Drivers Training Program (ADTP) website (**https://private.amc.af.mil/ADTP**).

2.5.12.1. Assigns AM personnel as alternate WADPMs.

2.5.12.2. Approves driving restriction additions, deletions and/or changes.

2.5.12.3. Approves pending in/out-processing personnel.

2.5.12.4. Completes POV passes. See **Attachment 10** for sample letter. Authority may be delegated to alternate WADPMs. Maintain vehicle passes/decals supportive information IAW Air Force RSD, Table 13-01, Rule 01.00.

2.5.12.5. Conducts wing level airfield driving test (AMC ADTP Step 4 test). See paragraph **3.3** for testing guidelines. Conducts verification outlined in paragraph **2.3.9.1** Authority may be delegated to alternate WADPMs.

2.5.12.6. Initiates refresher training for airfield drivers due within 30 days.

2.5.12.7. Adds/deletes/amends management items outlined under Management Options tab.

2.5.12.8. Adds/deletes/amends references outlined under the References tab.

2.5.13. Ensures UADPMs provide appropriate training to Temporary Duty (TDY) personnel and non base-assigned contractors based on type, location, timing and duration of work.

2.5.14. At the request of a Unit Commander or UADPMs, provides classroom training/briefings to its unit personnel.

2.5.15. Participates in the RIPWG.

2.5.16. Ensures UADPM maintain an accurate unit airfield driver roster via the Air Mobility Command (AMC) Airfield Driver Training Program (ADTP) website or with a standardized spreadsheet (or electronic equivalent). For standardized spreadsheets, UADPMs shall forward a copy of the most current roster to the WADPM within the first seven days of the new quarter. The WADPM shall monitor and maintain all UADPM rosters. At a minimum, the list of airfield drivers will include:

2.5.16.1. Last name, first name.

2.5.16.2. Rank.

2.5.16.3. Unit/Office Symbol.

2.5.16.4. AF IMT 483 certificate number.

2.5.16.5. Restrictions (e.g., daytime only).

2.5.16.6. Annual refresher training dates (e.g. ADI review, AM CBT, Runway Incursion Prevention Test, etc.).

2.5.16.7. DEROS.

2.5.17. Maintains the 39 ABW/Airfield Driving Program folder on the shared drive (S:\39OS\39 ABW Airfield Driving Program).

2.6. Runway Incursion Prevention Working Group (RIPWG).

2.6.1. The RIPWG shall include 39 ABW/CC and/or 39 ABW/CV, 39 OSS/CC, AOF/CC, Airfield Manager (AFM), WADPM, Tower Chief Controller, Wing Safety, Unit Commanders and/or UADPMs and other organizational leadership as required. The RIPWG shall take the following actions:

2.6.1.1. Analyzes each runway incursion and corrective actions taken.

2.6.1.2. Evaluates the airfield driving, operating procedures/standards and airfield configuration (to include signs/marking/lighting) to determine if corrective actions are needed.

2.6.1.3. Develops strategies to prevent the recurrence of runway incursions. Examples are identified in AFI 13-213 USAFESUP_I, paragraphs 2.4.2.1 - 2.4.2.3.

2.6.2. When convened, the status will be documented and briefed at the AOB under "Status of Airfield Driving Program".

2.6.3. Publishes minutes of the RIPWG and provides an informational copy to HQ USAFE A3/A3CA within 30 calendar days.

2.7. Airfield Management (AM).

2.7.1. Serves as the Office of Primary Responsibility (OPR) for the ADP.

2.7.2. Conducts random spot checks for enforcement and compliance with the ADI, in conjunction with periodic airfield checks. Airfield drivers must have their current AF IMT 483, valid government motor vehicle (GMV) license (if applicable), valid civilian driving license and a locally issued AF Form 1199C, *USAF Restricted Area Badge*, (if applicable) in their possession while driving on the airfield.

2.7.3. Routinely monitors Ramp Net for proper radio terminology/phraseology and discipline. Immediately responds to and corrects improper radio usage when notified by the Air Traffic Control Tower (ATCT) or through the monitoring of radio frequencies.

2.7.4. The AFM, WADPM, or NCOIC, Airfield Management Operations (NAMO) shall sign off airfield driving requirements on pre-deployment checklists to ensure deploying personnel are fully trained and possess a valid AF IMT 483 for airfield driving, when applicable.

2.7.5. Imposes and publishes restricted driving routes, as required.

2.7.6. Responds to the reported or suspected airfield driving violations. At a minimum, AM personnel shall:

2.7.6.1. Escort individuals to Airfield Management (Bldg 526).

2.7.6.2. Confiscate the individual's AF IMT 483.

2.7.6.3. Request a statement from individual(s) suspected of committing an airfield driving violation(s).

2.7.6.4. Escort individuals off the airfield. Individuals may be released to supervisor to be escorted off the airfield.

2.7.6.5. Document and report the incident to the WADPM, AFM and AOF/CC.

2.7.7. Participates in the RIPWG.

2.8. Air Traffic Control Tower (39 OSS/OSAT).

2.8.1. Controls all traffic (aircraft, vehicle and pedestrian) on the CMA by use of two-way radio communications or, in the event of lost communications, by light gun signals. If use of light gun signals is unsuccessful, contacts AM to have vehicle or pedestrian traffic escorted off the CMA.

2.8.1.1. Air Traffic Control Tower (ATCT) will not issue a blanket approval or use unconditional instructions when authorizing vehicles to enter the CMA.

2.8.1.2. During an emergency, ATCT shall keep all CMA access, to include emergency responders, to a minimum.

2.8.1.3. ATCT shall report known CMA violations and problems with vehicle radio communications to AM. Assists AM in identifying and locating unauthorized personnel and vehicles on or near the CMA.

2.8.2. Participates in the RIPWG.

2.9. Security Forces Squadron (39 SFS).

2.9.1. Monitors airfield vehicle operations for ADI compliance.

2.9.2. Enforces all traffic rules and directives on the airfield.

2.9.3. Ensures unauthorized vehicles are prohibited from operating on the airfield and informs AM of violations.

2.9.4. Detains all unauthorized Privately Owned Vehicles (POVs) driving on the airfield and notifies AM.

2.9.5. Provides assistance, when requested by AM or ATCT, to apprehend airfield driving violators and remove unauthorized person(s) from the airfield.

2.9.6. Complies with all procedures outlined for entry into the CMA.

2.9.7. Participates in the RIPWG.

2.9.8. Coordinates with the WADPM to establish a designated response location in support of in-flight/ground emergencies and/or other emergency situations.

2.10. Wing Safety (39 ABW/SE).

2.10.1. Coordinates on local directives, and/or operating instructions that establish vehicle traffic flow patterns and vehicle parking plans on the airfield.

2.10.2. Coordinates on lesson plans and tests for airfield vehicle operation.

2.10.3. Participates with the WADPM in investigating airfield driving incidents, Hazardous Air Traffic Reports (HATRs), CMA violations and runway incursions. Provide a copy of all Class E CMA violation report submittals (initial, status, final) to AOF/CC for review/concurrence IAW AFMAN 91-223, *Aviation Safety Investigations and Reports*.

2.10.4. Participates in the RIPWG.

2.10.5. Reviews CMA violations for trends.

2.11. Medical Treatment Facility/Ambulatory Services (39 MDG).

2.11.1. Administers color vision testing for CMA personnel. See **Attachment 12** for a list of Air Force Specialty Codes (AFSCs) exempt from color vision testing.

2.11.2. Provides documentation to update color vision testing results in the AMC ADTP website or utilizes **Attachment 5** to document color vision testing results.

2.11.3. Coordinates with the WADPM to establish a designated response location in support of in-flight/ground emergencies and/or other emergency situations.

2.12. Contracting Squadron.

2.12.1. Coordinates with sponsoring agencies and AM to establish driving or hauling routes to and from airfield construction sites.

2.12.2. Ensures airfield construction contracts contain requirements for the contractor personnel to comply with the ADI procedures.

2.12.3. Coordinates with the AFM or the WADPM on all airfield pre-construction meetings and project phases.

2.12.4. Coordinate with WADPM for host nation training and certification.

2.13. Unit Airfield Driving Program Manager (UADPM).

2.13.1. At least one primary and one alternate UADPM will be appointed to maintain consistency in the program.

2.13.1.1. The appointment letter must be in writing and signed by the Unit Commander. Prior to assuming duties, UADPMs must be trained by the WADPM using **Attachment 3** of this instruction. UADPMs shall send an updated appointment letter to WADPM annually or when the primary/alternate UADPMs change out. UADPMs shall:

2.13.1.2. Meet requirements outlined in paragraph **2.3.1.1**, must be trained and certified to drive on the Incirlik airfield and must maintain a current AF IMT 483. UADPMs must have a safe driving record with no serious violations within the past 12 months.

2.13.2. Administers the unit airfield driver's training program IAW AFI 13-213 USAFESUP_I and this publication.

2.13.3. Identifies, documents, and tracks personnel IAW paragraph **2.5.16**

2.13.4. Ensures unit personnel who are not trained/certified to drive at night maintain a restricted AF IMT 483 (e.g., "*AUTHORIZED DAYLIGHT HOURS ONLY*"). If the individual later requires driving on the airfield at night, ensure practical airfield familiarization training and a practical driving test is administered and documented.

2.13.5. Ensures unit personnel complete all the required airfield driver training and certification prior to requesting an AF IMT 483.

2.13.6. Utilizes the Air Mobility Command (AMC) Airfield Drivers Training Program (ADTP) website to conduct and document training for unit personnel. May utilize **Attachment 5** and **Attachment 6** to document training for unit personnel when AMC ADTP website is unavailable.

2.13.6.1. Ensures airfield drivers complete Step 1 and completes all required training items outlined in Step 2.

2.13.6.2. When training is completed, enables the unit level test in Step 3. Ensures all practical airfield driver training is conducted, IAW paragraph **2.3.9,** prior to enabling the Step 3 test.

2.13.7. Ensures color vision requirements for all CMA unit personnel. See **Attachment 12** for a list of AFSC exempt from color vision testing.

2.13.7.1. Coordinates with the Optometry Clinic to schedule testing.

2.13.7.2. Coordinates with Wing Safety and AM for color vision testing failures to determine if issuance of a "limited access/daylight hours only" permit should be approved. Access to the CMA will not be authorized.

2.13.8. Personnel leaving the unit (e.g. separating, PCSing, retiring, etc.) must turn in their AF IMT 483 to the UADPM. The UADPM, in turn, shall notify the WADPM or designated representative so the individual may be removed from the AMC ADTP website.

2.13.9. Ensures deploying personnel are fully trained and possess a valid AF IMT 483 for airfield driving.

2.13.10. Directs unit qualified airfield drivers to complete annual refresher training via the AMC ADTP website. Ensure annual refresher training is completed IAW this instruction.

2.13.11. Maintains an ADP Continuity Binder, or electronic equivalent, in the TAB format outlined in paragraph **2.5.8**.

2.13.12. Attends the WADPM's semi-annual UADPM meeting.

2.13.13. Maintains currency on UADPM role-specific training (e.g. annual UADPM refresher training, etc.). Training can be administered by WADPM during semi-annual UADPM meetings.

2.13.14. Ensures unit-hosted TDY personnel receive local airfield driving training, as required.

2.13.14.1. Use **Attachment 7** to document training on TDY personnel and forward a copy to the WADPM.

2.13.14.2. Ensures large TDY units (e.g. 39 SFS) receive a mass briefing/orientation (Non-CMA access). Use **Attachment 8** to document mass briefings. TDY personnel requiring CMA access, utilize **Attachment 7**.

2.13.15. Develops procedures to disseminate airfield driving related information (e.g. articles, training, etc.) to unit qualified airfield drivers. UADPMs may utilize the WADPM media outlined in paragraph **2.5.7**

2.13.16. Conducts random spot checks for enforcement and compliance with the ADI.

2.13.17. Provides classroom instruction, with material provided by the WADPM. Classroom instruction may be delegated to unit trainers.

2.13.18. Maintains current and accurate training and testing materials.

2.13.19. Notifies the Unit Commander and the WADPM in writing after suspending an individual's airfield driving privileges.

2.13.20. When required, participates in the RIPWG. See paragraph **2.6**

2.13.21. Semi-annually validates the number of personnel authorized to drive on the airfield to include justification for CMA access. UADPMs shall forward the MFR to the WADPM.

2.13.22. Schedules training for replacement UADPMs as soon as possible, but no later than 30 days prior to relinquishing duties.

2.14. Airfield Drivers.

2.14.1. Shall be trained IAW this ADI.

2.14.1.1. Ensure rules and safety practices are obeyed. Reports any airfield violation(s) to the proper level of authority.

2.14.1.2. Airfield drivers will not operate on the airfield for the purposes of convenience. Use of perimeter roads and access roads must be used to the maximum extent.

2.14.2. Ensures compliance at Foreign Object Debris (FOD) checkpoints (e.g., check tires, secure loose items, properly dispose of FOD, etc.). Must be attentive to FOD hazards at all times while on the airfield. When possible, pick up FOD or notify AM, who shall respond to the location and/or request sweeper support. All dropped FOD objects (e.g. aircraft parts, tools, nuts, bolts, etc.) shall be turned in to AM.

2.14.3. Airfield drivers must possess the following items when operating on the airfield:

2.14.3.1. Valid civilian driving license.

2.14.3.2. Valid GMV license (if applicable).

2.14.3.3. Valid Incirlik AF IMT 483.

2.14.3.4. Valid Incirlik-issued AF Form 1199C while driving in the restricted areas.

2.14.4. Will receive annual refresher training from UADPM via the AMC ADTP website. At a minimum, annual refresher training shall consist of a review of this ADI, accomplishment of the Airfield Driving Computer Based Training (CBT) and completed the Runway Incursion Prevention Test. Issue a new AF IMT 483 when refresher training is completed. Provide feedback to the UADPM on the quality of training received.

2.14.5. Briefs all passengers on their responsibility to help the airfield driver by remaining vigilant for FOD, not distracting the driver, and listening to radio transmissions.

2.14.6. If a suspension is placed on the individual's base driving privileges or civilian driving license, immediately surrender your AF IMT 483 to the UADPM. Airfield driving is prohibited without the AF IMT 483.

2.15. Emergency Responders.

2.15.1. Primary Emergency Responders are designated agencies that require immediate access to the emergency aircraft and/or location. Agencies are identified as:

2.15.1.1. Airfield Management.

2.15.1.2. Fire Department.

2.15.2. Secondary Emergency Responders are defined IAW AFI 13-213 USAFESUP_I, paragraph 3.2.7.20.1. These agencies will not access the CMA, without ATCT approval and must be summoned for assistance from the incident commander or fire chief. These agencies are identified as:

2.15.2.1. Security Forces.

2.15.2.2. Wing Safety.

2.15.2.3. Maintenance Squadron personnel.

2.15.2.4. Medical Group personnel.

2.15.2.5. 728 AMS Maintenance personnel.

2.15.2.6. Any additional unit(s), as determined appropriate by the incident commander.

Chapter 3

TRAINING CRITERIA AND TESTING REQUIREMENTS

3.1. Procedures for obtaining AF IMT 483.

3.1.1. The WADPM and AM personnel are the only approval and signatory authorities for AF IMT 483s. Approval authorities will not be delegated.

3.1.2. All base assigned personnel (e.g. military, DoD civilian, contractor, etc.) required to operate a vehicle on the airfield must complete the required airfield driver training and testing requirements prior to issuance of an AF IMT 483. **Note:** An AFSC or career field training (e.g. aircraft maintenance, aircrew, fire and emergency services, security forces, transportation, etc.) does not substitute for completion of airfield driving training and testing requirements.

3.2. Training Requirements.

3.2.1. Personnel must complete the following requirements:

3.2.1.1. USAF Airfield Driving CBT (accessible on the Advanced Distributed Learning website, **https://golearn.csd.disa.mil/kc/login/login.asp**). **Note:** Newly assigned or hired individuals and TDY personnel may use a prior USAF Airfield Driving CBT completion date to fulfill this requirement if date completed is within the last 12 months.

3.2.1.2. Complete a review of this ADI.

3.2.1.3. Complete all training requirements, outlined in Steps 1-3, on the AMC ADTP website and complete the wing level airfield test. **Note: Attachment 5**, **Attachment 6** and **Attachment 7** of this ADI may be utilized when the AMC ADTP website is unavailable.

3.2.1.3.1. Day and Night Airfield Familiarization Training.

3.2.1.3.1.1. UADPMs must provide trainees with both day and night airfield familiarization training. At a minimum, individuals should be shown how to get to and from their work areas. UADPMs and trainees must sign in at Airfield Management prior to conducting day and night orientation training. Wing level airfield testing will not be conducted until all training has been completed and day/ night orientation training has been validated.

3.2.1.3.1.2. Individuals not receiving night training/orientation shall have their AF IMT 483 restricted to "AUTHORIZED DAYLIGHT HOURS ONLY". If the individual later requires night training, the UADPM shall ensure training is accomplished and documented. Another AF IMT 483 shall be issued by AM upon successful completion of training.

3.2.1.4. Additional unit/job-specific training (as applicable).

3.2.1.5. Color Vision Testing.

3.2.1.5.1. Personnel with mandatory requirements for normal color vision (entry and retention) within their AFSCs are exempt from the color vision testing portion of the airfield driving program, provided previous test results indicate the member can

distinguish red, green, white, yellow, and blue. See Officer and Enlisted Classification Directory (**Attachment 12**).

3.2.1.5.2. Testing for personnel requiring the color vision test is provided through the Optometry Clinic, 39 ABW Medical Group. Medical personnel shall provide a letter for updating the AMC ADTP website or annotate results in Section III of Airfield Driver Trainer Certification checklist (**Attachment 5**)**.**

3.2.1.5.3. Personnel that fail the color vision test may request "limited access" through their UADPM. Access to the CMA will not be granted for individuals that fail the color vision test. An AF IMT 483 must be marked with "DAYTIME OPERATIONS ONLY" and issued by the AFM or delegate.

3.2.1.5.4. UADPMs may administer color vision testing provided they have proper 39 ABW Medical Group training on utilizing color vision charts. Training shall be documented in writing from the 39 ABW Medical Group Optometry Clinic. This documentation shall be maintained with the unit's Airfield Driver Training Program and a copy forwarded to the WADPM.

3.2.2. All training materials can also be located at the 39 ABW Airfield Driving Program SharePoint website (**https://cs1.eis.af.mil/sites/39ABWADP/SitePages/Home.aspx**).

3.3. Testing Procedures.

3.3.1. Unit level airfield testing (Step 3, AMC ADTP website) will by unlocked by the trainee's UADPM when Step 2 has been completed.

3.3.2. Wing level airfield testing (Step 4, AMC ADTP website) will be unlocked by AMOPS personnel when Step 3 has been completed.

3.3.3. AMOPS personnel will verify all Step 2 tasks have been completed prior to granting testing permission.

3.3.4. AMOPS personnel will verify trainees have been signed into the Day and Night Airfield Familiarization Training database prior to granting testing permission.

3.4. Required Tests.

3.4.1. General Knowledge Test. Minimum passing score is 80% (corrected to 100%). General knowledge is addressed in **Chapter 4**.

3.4.2. Airfield Diagram Test. Minimum passing score is 100%. Airfield drivers must be able to identify the following items/areas on the Airfield Diagram/Layout test:

3.4.2.1. CMA, Runway 05, Runway 23, Taxiways, Restricted Area and Parking Aprons.

3.4.2.2. Flightline Road, Perimeter Road, airfield access points, entry control points/FOD check points and ATCT visual blind spots.

3.4.2.3. Runway Visual Flight Rules (VFR) Hold Lines, Instrument Landing System (ILS) Hold Lines and CMA Stop Line.

3.4.2.4. Location of Airfield Management and ATCT.

3.4.2.5. The airfield diagram can be found in **Attachment 13**.

3.4.3. Practical Airfield Familiarization Driving Test. Training must meet the guidelines outlined in paragraph **3.2.1.3.1** Airfield drivers must, at a minimum:

3.4.3.1. Drive the vehicle during the check-ride.

3.4.3.2. Demonstrate the ability to operate a vehicle in all areas required for the duty position and/or work areas without assistance.

3.4.3.3. Identify the location of the runway and the CMA.

3.4.3.4. Demonstrate the ability to contact ATCT prior to entry on the runway and CMA.

3.4.4. Communications Test. Minimum passing score is 100%. This test is required for CMA vehicle operations. Individuals must be able to demonstrate the proper use of established communication procedures when operating on or near the CMA. Airfield drivers must demonstrate, at a minimum:

3.4.4.1. Basic communications principles.

3.4.4.2. Phonetic alphabet.

3.4.4.3. Standard aviation phraseology.

3.4.4.4. Escort phraseology/rules.

3.4.4.5. Simulate radio communications between an airfield drivers and ATCT.

3.4.4.6. Approved phraseology is addressed in **Chapter 5**.

3.4.5. Runway Incursion Prevention Test. Minimum passing score is 100%. Runway incursion prevention, testing must be completed annually. Airfield drivers must be able to demonstrate the knowledge to prevent a runway incursion. Runway incursions are addressed in **Chapter 6**.

3.5. Test Failures.

3.5.1. Individuals who fail any test must wait a minimum of seven days to retake the test.

3.5.2. Individuals who fail any test for a second time shall re-accomplish all training and retest after 14 days.

3.5.3. Third time failures will not be granted airfield driving privileges.

3.6. Refresher Training.

3.6.1. Refresher training must be conducted, at a minimum, every 12 months. The WADPM reserves the right to require units with limited or infrequent airfield presence to complete refresher training semi-annually (every 6 months).

3.6.2. Refresher training will be administered by the UADPM via the AMC ADTP website. Training shall include completion of the following:

3.6.2.1. A review of this ADI.

3.6.2.2. USAF Airfield Driving CBT.

3.6.2.3. Runway Incursion Prevention Test.

3.6.2.4. Any additional training, as determined by UADPM. Training may include classroom training, additional testing, airfield orientation tour, etc.

3.6.3. A new AF IMT 483 shall be printed upon successful completion of refresher training.

3.6.4. Failure to complete required annual refresher training on the first day of the preceding month will result in a 7-day suspension of airfield driving privileges. Annual refresher training expired more than 30 days shall result in termination of airfield driving privileges. Personnel must re-accomplish all training requirements to obtain a new AF IMT 483.

3.6.5. Personnel unable to complete refresher training due to reasons outside their control (e.g. deployed, TDY, etc.) may complete training prior to resuming airfield driving duties.

3.7. Escort Training

3.7.1. Personnel performing escort duty in Golf, Hotel and India Loops requires airfield driver training and a license. A condensed drivers training is provided as personnel are restricted to the loop environment only; no other airfield access is permitted with this training. Escort licenses will be a printed AF IMT 483 on green paper to distinguish it from a regular AF IMT 483. Personnel must complete the following prior to performing Escort Training:

3.7.1.1. USAF Airfield Driving CBT (accessible on the Advanced Distributed Learning website, **https://golearn.csd.disa.mil/kc/login/login.asp**). **Note:** Newly assigned or hired individuals and TDY personnel may use a prior USAF Airfield Driving CBT completion date to fulfill this requirement if date completed is within the last 12 months. A copy of the certificate must be in hand prior to arriving at Airfield Management for training.

3.7.1.2. A review of this publication.

3.7.1.3. Receive Loops only airfield drivers training at Airfield Management.

3.7.1.4. If Golf, Hotel, or India Loop becomes active, airfield drivers will be required to complete non-CMA training through ADTP.

Chapter 4

OPERATING PROCEDURES AND STANDARDS

4.1. General.

4.1.1. Safe vehicle operations on the airfield are absolutely essential. Vehicles present a clear and definite danger to aircraft and ground personnel. Aircraft will always have the right-of-way. Human error (e.g. carelessness, haste and disregard for established safety standards, etc.) is the primary cause for High Accident Potential (HAP) incidents, aircraft/vehicle mishaps and injury on the airfield. Therefore, vehicle operations on the airfield must be kept to a minimum.

4.1.1.1. In joint use scenarios (USAF personnel and Turkish Air Force (TURAF) personnel, e.g. 39 SFS), regardless or rank, the USAF airfield driver is the airfield driving authority.

4.1.1.2. Blackout Procedures are not applicable at Incirlik AB.

4.1.2. Using the airfield for convenience is strictly prohibited. This includes, but is not limited to, using the airfield as a traffic short cut, parking unauthorized vehicles around hangars and other airfield buildings, physical exercise on the airfield, etc.

4.1.3. Units sponsoring TDY personnel (e.g. 39 SFS) or non base-assigned contractors are responsible for providing local airfield driving training or provide an escort with a valid Incirlik AF IMT 483.

4.1.4. All qualified airfield drivers must have their current AF IMT 483, valid GMV license (if applicable), valid civilian driving license and an Incirlik-issued AF Form 1199C (if applicable) in their possession while driving on the airfield.

4.1.5. Seat belts must be properly worn by all passengers, if available. Passengers shall not ride on any part of moving equipment not designed specifically for passengers.

4.1.6. See **Attachment 15** for Airfield Signs and Markings.

4.2. Controlled Movement Area (CMA) Operations.

4.2.1. CMA Operations. No airfield drives or pedestrian may enter the CMA, without specific approval from the ATCT via two-way radio communications**.** Alternative methods for obtaining CMA access (e.g., landline, cellular phones, Turkish frequencies, etc.) are not authorized. Use of TURAF procedures as a means to circumvent USAF airfield driving CMA standards is strictly prohibited. ATCT approval to proceed into or cross the CMA is not a guarantee that the conflict will be avoided. Airfield Drivers are expected to visually check for approaching aircraft and vehicles, in all directions, prior to proceeding on or across these areas. Airfield drivers are required to have a current airfield diagram, AFVA 11-240 and AFVA 13-222 stickers affixed in their government vehicles while operating on the airfield.

4.2.1.1. All vehicles operating in the CMA must use rotating beacon lights or hazard flashers at all times.

4.2.1.2. Airfield drivers and pedestrians operating on the CMA are required to maintain two-way radio communication with ATCT, via Ramp Net, at all times. EXCEPTION: Fire Department shall use the Fire Net on designated frequency and shall notify ATCT to monitor the Fire Net. All ATCT instructions must be read back verbatim. Vehicles operating in the CMA on a daily basis should have a permanent radio mounted in the vehicle to communicate with ATCT. Handheld radios should be used only as a backup or when communicating with ATCT from outside the vehicle. Perform an operational radio check with ATCT prior to entering the airfield.

4.2.1.3. Distinct vehicle, call signs must be utilized. Refer to **Attachment 14** for a list of unit call signs. Coordinate with the WADPM for approval to use call sign not listed. Call sign cannot include wording used from ATCT phraseology (e.g. "Taxi", "Clear", etc.). Call signs must remain professional and in good taste (e.g. no profanity, slander, etc.).

4.2.1.4. Stationary vehicles in the CMA shall be positioned facing ATCT to the maximum extent possible. Notify ATCT when vehicle positioning towards ATCT is not possible.

4.2.1.5. Personnel working on foot are required to maintain handheld radio contact with ATCT and vehicle keys left in the ignition.

4.2.1.6. When given CMA exit instructions, acknowledge and exit at the nearest access point. If given "Expedite" instructions, acknowledge and exit at the nearest access point as fast and safe as possible. All airfield drivers shall notify ATCT after exiting the CMA.

4.2.2. Airfield Closures. The WADPM notifies UADPMs through the monthly ADP bulletin of upcoming airfield closures. UADPMs shall notify their unit's airfield drivers of the upcoming airfield closure. During airfield closures, qualified airfield drivers may cross the runway only by using the following procedures:

4.2.2.1. Ensure the runway is not active by attempting to call ATCT three times. If no response, contact AM via Ramp Net radio or phone.

4.2.2.2. After exhausting all listed means during the published closure periods, look both ways and proceed with caution.

4.2.3. Runway Access/Crossing Procedures. Vehicles requesting permission onto/across the runway shall be restricted to mission-essential operations only. During flying operations, the preferred crossing point is the departure end. Blanket approval (i.e. unconditional instructions) is not authorized. All other vehicles will utilize the November Taxiway, Sierra Taxiway, Perimeter Road and Flightline Road. If instructed to "hold short" of the runway by ATCT, airfield drivers shall hold short of the runway at the CMA access points identified in paragraph **4.4.2** When instructed to proceed onto/across the runway, read back instructions verbatim and report to ATCT when off the runway and past the VFR Hold Line (**Figure 4.1**) or the ILS Hold Line (**Figure 4.2**) and the non-standard CMA Stop Line (**Figure 4.3**). Vehicles with POV passes shall be restricted to crossing the runway at Taxiways Alpha and Echo. Contractor vehicles, working on the airfield with approved POV passes, are restricted to accessing/crossing the runway at the closest taxiway to the construction site.

4.2.3.1. Airfield drivers performing escort duty shall contact ATCT and obtain approval for all vehicles in the convoy. Escort vehicle will contact ATCT with their vehicle, call sign followed by "plus #" to represent the number of vehicles being escorted. When all vehicles have exited the CMA, report to ATCT with call sign and "plus #".

Figure 4.1. VFR Hold Line

Figure 4.2. ILS Hold Line

Figure 4.3. CMA Stop Line (Non-Standard)

4.2.3.2. Emergency Removal of Vehicles and Pedestrians from the CMA. In the event ATCT loses radio communication with vehicles in the CMA, the ATCT will flash the runway edge lights on and off at the highest setting to alert airfield driver's/pedestrians that there is a problem and/or emergency requiring their immediate exit out of the CMA. All vehicles/pedestrians exiting the CMA shall notify the ATCT when out of the CMA. All exited airfield drivers shall attempt to re-establish radio communication with ATCT. If unable, contact AMOPs via radio or phone and advise that you are off the runway and experiencing radio problems. ATCT must inform AM of the incident immediately.

4.2.4. While Taxiways November (North Parallel) and Sierra (South Parallel) are not within the CMA, airfield drivers are required to monitor the Ramp Net for ATCT notifications regarding aircraft movement.

4.3. Airfield Evacuation. When notified by competent authority, all airfield drivers shall evacuate the airfield immediately. If airfield drivers or personnel are aware of any situation requiring the evacuation of the airfield, notify AM.

4.4. Restricted Areas.

4.4.1. Airfield drivers shall be familiar with restricted areas listed on the airfield diagram. Airfield drivers shall never cross restricted area "red lines" without prior coordination with

39 SFS. Airfield drivers will utilize ECPs into a restricted area and have their Incirlik-issued AF Form 1199C displayed while driving in the restricted areas. Contact your Unit Security Manager for specific details.

4.4.2. Security Forces may establish Free Zones for contractors without an Incirlik-issued AF IMT 1199.

4.4.3. Contractors may need a security escort to the Free Zone if a driving corridor has not been established. Contractors without an Incirlik-issued AF Form 1199C will not be allowed access anywhere outside of the established Free Zone.

4.5. ATCT Light Gun Signals.

4.5.1. In the event of radio failure on the airfield, ATCT will utilize light gun signals to instruct airfield driver's movement. All airfield vehicles shall have an AFVA 11-240 (**Figure 4.4**) decal affixed in view of the airfield driver or clipped to the inside of the sun visor. All qualified airfield drivers must be familiar and comply with ATCT light signals:

4.5.1.1. Steady Green - Permission to cross, proceed or go.

4.5.1.2. Steady Red - STOP. Vehicle must not move.

4.5.1.3. Flashing Red - Exit the taxiway or runway (minimum of 100 feet).

4.5.1.4. Flashing White - Return to starting point.

4.5.1.5. Alternating Red/Green - Exercise extreme caution.

4.5.1.6. Flashing Green signals are not utilized.

Figure 4.4. Light Gun Signals.
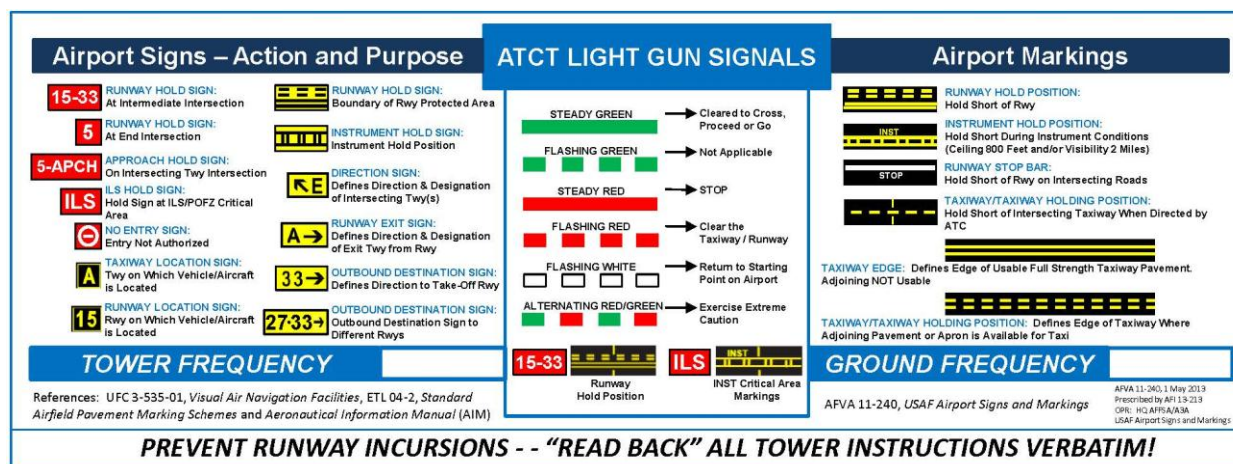
4.5.2. The airport's rotating beacon is located on the water tower approximately 1,265 feet south of Bldg 526 (39 OSS). Do not confuse the rotating beacon (green and double white lights) with ATCT light signals.

4.6. Vehicle Operations of Flightline Road.

4.6.1. Airfield drivers shall utilize the right lane (**Figure 4.5**). White stop bars markings are established on either side of the Fire Department. All airfield drivers will stop and visually check for emergency response vehicle movement prior to proceeding.

4.6.2. Passing another vehicle in the same direction of travel is permitted if passing can be accomplished safely and without exceeding the speed limit. Vehicles transporting passengers shall exit Flightline Road when off/on loading passengers.

Figure 4.5. Flightline Road Traffic Flow Plan.
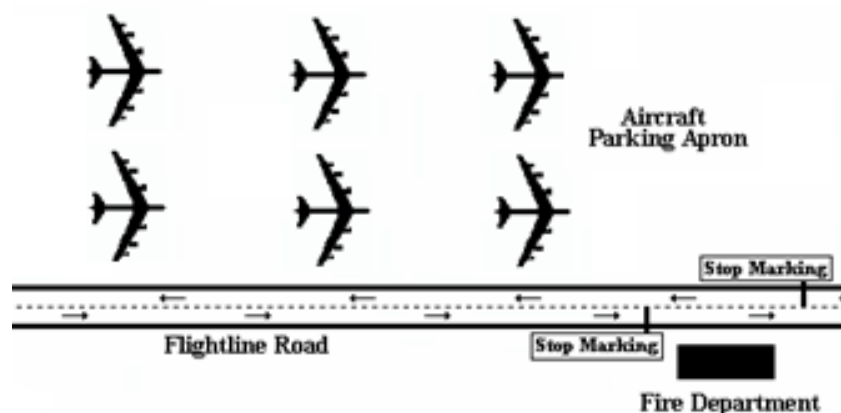
4.7. Vehicle Speed Limits.

4.7.1. Maximum allowable speed limits under normal conditions for vehicles operating on aircraft parking aprons, taxiways and access roads are as follows:

4.7.1.1. Vehicle towing equipment in tandem - 5 MPH.

4.7.1.2. Vehicle within close proximity (25 feet) of aircraft (spotter required) - 5 MPH.

4.7.1.3. Vehicle towing aircraft - 5 MPH.

4.7.1.4. Vehicle parking areas (i.e. parking lots) - 5 MPH.

4.7.1.5. Special purpose vehicle (tugs, tractors, forklift, etc.) - 10 MPH.

4.7.1.6. Any vehicle towing one piece of equipment - 10 MPH.

4.7.1.7. General purpose vehicle on ramps, perpendicular taxiways and access roads - 15 MPH.

4.7.1.8. Vehicle within 200 feet of aircraft parking areas - 15 MPH.

4.7.1.9. General purpose vehicle on parallel Taxiways November and Sierra – 25 MPH.

4.7.1.10. General purpose vehicle on runway – 35 MPH or deemed mission critical.

4.7.1.11. Designated Emergency Responders may exceed speed limits by 10 MPH only if adherence to speed limits would prevent a timely response during emergency situations.

4.7.1.12. Transient Alert/Follow Me personnel may operate in excess of speed limits only to accommodate the optimum safe taxiing speed of an aircraft and when safety is not compromised.

4.8. Airfield Signs, Markings and Lighting. Airfield drivers must be able to distinguish between different airfield signs, markings and lighting identified IAW UFC 3-535-01, *Visual Air*

Navigation Facilities. See **Attachment 15** for commonly used signs, markings and lighting at Incirlik**.**

4.9. Vehicle Operations on Designated Taxiways.

4.9.1. The taxiway system is designed to provide an orderly flow of aircraft and vehicle traffic, eliminating the potential for a mishap.

4.9.2. Airfield drivers shall utilize the far right side of taxiways. Taxiway centerline driving is permitted only if the normal traffic flow is impractical or unsafe (e.g. tow vehicles). Airfield drivers shall maintain straight line driving and complete all turns at 90-degree angles.   Vehicles are prohibited from indiscriminate direction of travel, cutting corners, driving on taxiway/runway/ramp shoulders, or moving diagonally across the ramp.

4.9.3. Airfield drivers shall signal all turns during day and night operations.

4.9.4. If a taxiway is unusable or blocked (e.g., an aircraft has been pulled forward from the normal parking spot to accomplish an engine run), vehicles shall exercise extreme caution and proceed around the area in a direct and expeditious manner. Do not drive through a hazardous area or between aircraft and hazard cones.

4.10. Vehicle Parking.

4.10.1. Vehicles can only be left unattended for mission-essential duties and should only occur when no other options exist. Transient Alert personnel are exempt from these restrictions while performing duties. If an aircraft approaches the area, the airfield driver shall move the vehicle immediately so as not to interfere with aircraft operations.

4.10.2. Vehicles and equipment shall not be parked or left unattended within 500 feet of the runway without prior coordination with AM.

4.10.3. Parking brakes shall be set on all vehicles while unattended. Vehicles with manual transmissions left unattended shall be set in reverse. Vehicles with automatic transmissions left unattended must have the transmission in park. Wheeled equipment that does not have an integral parking system must be chocked when left unattended.

4.10.4. Airfield drivers must maintain situational awareness with impact of leaving an unattended vehicle on the ramp and be ready to remove the vehicle when necessary.

4.11. Immediate Vicinity of Aircraft. Aircrews have a limited field of view from the flight deck - do not assume they can see you. The driver's side should be adjacent to the aircraft. All airfield drivers shall use caution when operating in close vicinity of aircraft due to the potential for jet blast.

Figure 4.6. Aircraft Visual Blind Spots.

> ➢ The gray shaded area indicates areas on the ground NOT VISIBLE from the flight deck.
>
> ➢ The white area indicates areas on the ground VISIBLE from the flight deck.
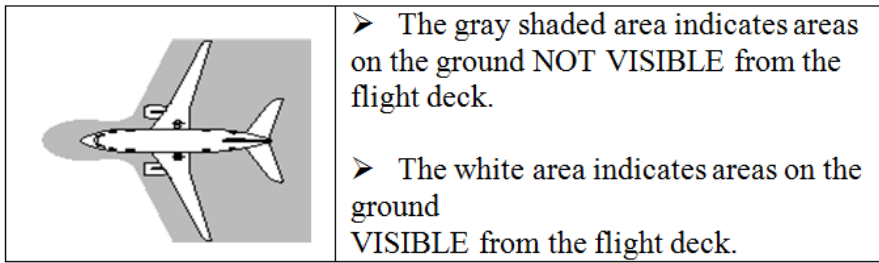
4.11.1. Vehicles shall not be driven directly towards an aircraft when within 25 feet, except during approved servicing and/or loading procedures (i.e. towing operations) and shall never be driven underneath any part of an aircraft. All vehicles operating within 25 feet of an aircraft shall have a spotter.

4.11.2. Vehicles servicing or loading an aircraft may be left unattended. All vehicles left unattended shall be left unlocked, keys in the ignition and the engine off. Unattended vehicles shall not block taxiways or other aircraft parking locations.

4.11.3. The vehicle path should be planned so that if a brake failure occurs, the vehicle shall not strike the aircraft. Vehicles parked in front or behind an aircraft shall be parked perpendicular to the aircraft with the driver's side closest to the aircraft. Vehicles parked beside an aircraft must be parked parallel to the aircraft. Park so that the vehicle's front or rear shall not face any part of the aircraft.

4.11.4. Vehicles shall not park or drive within 25 feet in front of or 200 feet behind any aircraft whose engines are in operation or being started. Airfield drivers shall not, under any circumstances, stand or park in front of or drive into the path of taxiing aircraft or drive between an aircraft and its Transient Alert guide vehicle.

4.11.5. When any aircraft approaches, all vehicles shall exit the area immediately and come to a complete stop until the aircraft has passed. If an immediate exit (e.g. hardstand) is not available, airfield drivers should attempt to turn around and exit the area as quickly and safely as possible.

4.11.6. Departing the paved surface to ensure clearance from aircraft should only be used as a last resort. In the event the airfield driver departs the paved surface, the driver shall perform a FOD check upon returning to the paved surface.

4.11.7. Helicopters are considered taxiing when hovering 100 feet or less above the ground or when traversing down a taxiway. Airfield drivers are not allowed to drive under, between or around helicopters hovering 100 feet or less.

4.12. Towing Operations.

4.12.1. Prior to towing, Maintenance Operations Control Center (MOCC) will notify AMOPS and provide current aircraft parking location and proposed tow location. AMOPS will contact ATCT and request approval and notify MOCC if the tow has been approved or denied.

4.12.1.1. Airfield drivers will not approach within 50 feet of an aircraft being towed. Any driver who encounters taxi or tow operations shall yield to the aircraft by moving right or left and hold in position until the aircraft has passed or has stopped and the airfield driver can determine whether to continue.

4.12.1.2. Airfield Drivers may cross the apron boundary markings (i.e. double-yellow lines) when towing aircraft to the hangars.

4.12.2. Equipment/Aerospace Ground Equipment (AGE) Towing. AGE-towing vehicles shall be placed in park, parking brake set or tire chocked and the ignition turned off while the airfield driver completes hook-up operations. All wheeled AGE and maintenance equipment shall have the brakes on or chocked if not equipped with brakes.

4.13. Emergency Vehicle Operations.

4.13.1. During emergencies, emergency response vehicles may deviate from established routes, based on the nature of the existing situation and conditions. In all cases, airfield drivers are responsible for minimizing risk by exercising extreme caution.

4.13.2. Emergency Response vehicles must obtain ATCT approval prior to entering the CMA.

4.13.3. Secondary response agencies (outlined in paragraph **2.15**) shall maintain positions at the entrance to each Taxiway, until called forward by the Fire Chief or incident/on-scene commander. If CMA access is required, secondary response agencies will obtain approval for entry from ATCT prior to proceeding into the emergency area.

4.13.4. Ground vehicles not supporting the emergency shall remain off of taxiways, the runway, and airfield access points until the emergency is terminated. Under no circumstance shall a vehicle, proceed in front of an Emergency Response vehicle.

4.13.5. Non-emergencies include, but are not limited to, maintenance red-ball responses, exercises, etc. At no time is speeding permitted for any non-emergency.

4.13.6. During alert and emergency conditions, all non-essential personnel will withdraw to AM or their work control center until the emergency is terminated. The withdrawal of contractors will be at the discretion of AM.

4.14. Restricted Visibility and Night Operations.

4.14.1. During periods of reduced visibility and night operations, vehicle headlights will not be pointed towards taxiing aircraft. In order to preserve a pilot's night vision and to enable the aircrew to observe your position, airfield drivers shall turn headlights "off" and parking lights "on" until the approaching aircraft has passed.

4.14.1.1. Ensure your vehicle is clear of an aircraft's taxi route. Vehicles with daytime running lights will stop and park in a safe location, turn off the ignition, set the parking brake and activate emergency flashers.

4.14.1.2. When weather conditions are less than 800 feet or 2 miles visibility the instrument hold sign will be utilized. Vehicles are required to stop and request access from ATCT into the CMA.

4.14.2. When visibility is less than 300 feet, refueling and explosive loaded (laden) vehicles shall not be operated, unless directed by the 39 ABW Commander. When visibility is less than 100 feet, POVs and airfield vehicles, with exception to emergency and alert vehicles, will not be operated on the airfield. When the visibility is less than 50 feet, a walking guide, equipped with flashing or luminescent wand, must be used during movement of emergency and alert vehicles.

4.14.3. Flashing hazard lights or rotating beacons will be used on all vehicles parked on the airfield at night or during periods of poor visibility. See paragraph **4.18** for disabled vehicle procedures.

4.15. Obstacles on the Airfield.

4.15.1. Support equipment may be staged on the ramp three hours prior to the aircraft arrival and three hours after the aircraft has departed. Outside of the prescribed operations/maintenance window, all support equipment must be removed from the parking area. The use of support equipment on taxiways may only be utilized for the duration of mission support and must be promptly removed upon completion of duties.

4.15.2. Fixed or mobile obstacles (support equipment) not being utilized must remain 164 feet from taxiway centerlines. Fixed or mobile obstacles (support equipment) must remain outside of 984 feet from the runway. AM shall close all locations where a clearance criterion from fixed or mobile obstructions is not met.

4.15.3. Vehicles will not be parked temporarily or allowed to stand in empty aircraft parking spots. This requirement does not apply to equipment in established equipment, parking areas or pre-positioned for aircraft recovery, which must be parked, clear of roadways and taxi/tow lines. During periods when maintenance equipment, work stands and aircraft materials are not actually required for work in progress or planned, they shall be removed from the aircraft parking area to designated storage locations. Vehicles and equipment must be clearly visible from the aircraft flight deck.

4.16. Disabled Vehicles.

4.16.1. All possible efforts will be made to remove disabled vehicles from aircraft parking and movement areas. Such vehicles pose safety hazards and must display emergency flashers at all times. The airfield driver will avoid blocking the runway, taxiway or roadways. At a minimum, the airfield driver will:

4.16.1.1. Leave emergency flashers on and remain within the vicinity while seeking help.

4.16.1.2. If the vehicle has two-way radio capabilities, make the following transmission: *"All parties BREAK, BREAK-This is (call sign) with an emergency for Airfield Management and Tower".* State the nature of the problem and report your position on the airfield.

4.16.1.3. Airfield drivers of other radio-equipped vehicles will make every effort to assist in removing the disabled vehicle off the airfield, especially if the vehicle is located on a ramp, taxiways or runway.

4.16.1.4. If a vehicle is not equipped with a two-way radio, stay with the vehicle and continue attempts to alert any taxiing aircraft or other vehicle in the vicinity.

4.16.1.5. In the event of a disabled vehicle on the CMA, the airfield driver shall immediately notify ATCT and AM, by any means possible, to coordinate the expeditious removal of the disabled vehicle from the CMA.

4.16.1.5.1. The airfield driver shall ensure the disabled vehicle is not left unattended in the CMA.

4.16.1.5.2. The disabled vehicle shall be removed using any method in the quickest and safest fashion possible.

4.17. ATCT/Vehicle Blind Spots.

4.17.1. A vehicle cannot be seen by ATCT in the following locations:

4.17.1.1. Delta Ramp.

4.17.1.2. Victor Loop.

4.17.1.3. Golf Loop, Hotel Loop and India Loop.

4.17.2. There are no known radio dead spots on the airfield.

4.18. Procedures for Vehicle Supplemental Traction Control Devices. Tire chains may only be employed on airfield pavements after obtaining coordination and approval from the AFM, Safety, and CE. To minimize pavement damage and FOD hazard, requesting agency shall conduct an operational risk assessment with the above agencies when evaluating the need for tire chains on the airfield. Studded tires are not authorized.

4.19. Foreign Object Debris (FOD) Control and Prevention.

4.19.1. All airfield personnel have a responsibility in the FOD Control Program to remove FOD from the airfield when found. AM is the focal point for notifying the airfield sweeper for all sweeping requests on the airfield. Notify AM of significant FOD on any paved operational areas.

4.19.2. Prior to entering the airfield, all vehicles must perform a rollover FOD check removing all FOD from tires. Stop the vehicle at the designated FOD checkpoint or immediately after leaving an unpaved area and complete a FOD check. Check all tires, pull the vehicle forward so the wheels rotate a half turn and complete another FOD check. Verify all external vehicle components are secured, and checked for damaged, worn or loose vehicle parts.

4.19.2.1. If the vehicle is occupied by only the airfield driver, position the vehicle in park, turn off the ignition and perform the FOD check. Roll the vehicle forward 2 feet and repeat the process again on the newly-exposed tire treads.

4.19.2.2. If the vehicle is occupied by more than one person, the airfield driver may remain in the vehicle while the vehicle is running and have another occupant perform the standard FOD checks.

4.19.3. Cargo will be secured with ropes, chains or chocks to prevent injury or damage. Cargo extended beyond the vehicle's body shall have a red flag attached during daylight hours or a red warning reflector/light during hours of darkness.

4.19.4. Airfield drivers shall properly secure all equipment transported in or on a vehicle. Vehicles operating on the airfield shall have FOD containers.

4.19.5. Vehicles shall operate on paved surfaces to the maximum extent possible. If operating on an unpaved surface is absolutely necessary, airfield drivers shall check tires and remove foreign objects immediately after returning to a paved surface.

4.20. Pedestrian Movement.

4.20.1. Pedestrians are authorized on the airfield for official business in support of the flying mission. Throughout this publication, any reference made to vehicles and/or airfield drivers shall define pedestrians and pedestrian movement as well. All rules and restrictions equally apply to pedestrians. All infractions and incidents on the airfield, to include CMA violations, shall carry the same weight of the penalty as airfield drivers.

4.20.2. Walk facing oncoming traffic.

4.20.3. Do not sit or recline on the airfield in such a manner that interferes with normal ground vehicle and aircraft operations.

4.20.4. Do not enter the CMA without two-way radio communication and approval from ATCT. Prior to accessing the CMA, pedestrians must be trained and certified IAW **Chapter 3** of this instruction.

4.21. Miscellaneous.

4.21.1. Vehicles operating on the airfield shall exercise extreme caution and utilize a spotter when operating or backing up near airfield lighting. Report all broken fixtures (e.g., taxiway lights, runway lights, etc.) to AM.

4.21.2. Vehicles are prohibited from traveling over in-ground fuel pit covers.

4.21.3. Smoking is prohibited in aircraft maintenance facilities, flightline areas, weapons storage and maintenance areas except where designated by the installation fire chief in coordination with the functional manager and/or supervisor.

4.21.4. Government-owned Bicycles, Tricycles and Golf Carts are authorized on the Mass Aircraft Parking Apron (MAPA) and Flightline Road only. They are permitted when justified by performance of duties. The following rules apply:

4.21.4.1. At no time shall privately-owned bicycles, motorcycles, mopeds, roller blades, skates and/or skateboards be used on the airfield.

4.21.4.2. Airfield drivers shall wear a reflective belt from sunset to sunrise and periods of reduced visibility.

4.21.4.3. All vehicles shall be equipped with reflectors and an operational headlamp when operating at night.

4.21.4.4. Golf carts and similar utility vehicles will follow all rules established for general and special purpose vehicles. In addition, carts will have reflectors, as well as front and rear lamps, when operating at night.

4.21.5. Unless hands-free devices are used, cell phones are strictly prohibited while operating a vehicle IAW AFVA 31-211, *Installations Warning Signs*. Airfield drivers may

use cell phones without hand-free capabilities for emergency situations only. Those individuals must position the vehicle in a parked position away from aircraft and/or hazards and turn off the vehicle ignition prior to utilizing a cell phone.

4.21.6. The use of headphones (those not intended for hearing protection) is strictly prohibited while operating a vehicle on the airfield.

4.21.7. The airfield will not be used for physical exercise without approval from 39 ABW/CC.

4.21.8. For all photography on the airfield contact Public Affairs.

4.21.9. Infield Operations. Vehicles and pedestrians will not operate within the infields without ATCT approval. Vehicles need approval from ATCT to enter infield from the CMA Stop Line. When asked to exit runway, personnel need to be at least 100' from the runway edge. Vehicles that are approved to move within the infield must conduct a FOD check upon returning to the hard surface. Exercise extreme caution when moving throughout the infield, as sink holes exist.

Chapter 5

RADIO COMMUNICATIONS PHRASEOLOGY AND TECHNIQUES

5.1. General.

5.1.1. Radio communication is the leading cause of all runway incursions. It is essential to acknowledge each radio communication with controllers verbatim, using the appropriate terminology.

5.1.2. Brevity and clarity are also important factors. Radio transmissions must be kept as brief and comprehensible as possible. Controllers must know what you want to do before they can properly carry out their control duties. Conversely, airfield drivers must know exactly what the controller wants them to do. Maintain vigilance in monitoring ATCT radio communication frequencies for situational awareness, especially when operating in the CMA.

5.2. Radio Techniques. Proper radio techniques and etiquette are outlined in **Attachment 16**.

5.3. Phraseology.

5.3.1. Airfield drivers must contact ATCT each and every time they enter on or exit off of the CMA. When proceeding into a CMA, airfield drivers must advise ATCT of three things: **WHO** you are, **WHERE** you are, and **WHAT** your intentions are. Airfield drivers must acknowledge all communications to ensure the message was received. Airfield drivers shall always give aircraft and ATCT transmissions priority, unless an emergency exists. VHF/UHF transmissions are reserved for the primary use of aircraft and ATCT personnel. Never use the words "Clear, Cleared, or Clearance" in radio communications with the tower. These words are reserved for communications between the tower and aircraft. Utilize **Tables 5.1 – 5.6** for common runway cross and access phraseology.

Table 5.1. IAB Runway Crossing Phraseology.

VEHICLE OPERATOR:	*"GROUND, OPS 1."*
ATC:	*"OPS 1, GROUND."*
VEHICLE OPERATOR:	*"GROUND, OPS 1, REQUEST TO CROSS RUNWAY 05/23 AT TAXIWAY ALPHA SOUTH."*
ATC:	*"OPS 1, GROUND, CROSS RUNWAY 05/23 AT TAXIWAY ALPHA SOUTH, REPORT WHEN OFF RUNWAY."* *or* *"OPS 1, GROUND, HOLD SHORT OF RUNWAY 05/23 AT TAXIWAY ALPHA SOUTH."*

Table 5.2. IAB Runway Access Phraseology.

VEHICLE OPERATOR:	*"GROUND, OPS 1."*
ATC:	*"OPS 1, GROUND."*
VEHICLE OPERATOR:	*"GROUND, OPS 1, REQUEST ON TO RUNWAY 05/23 AT TAXIWAY ALPHA SOUTH."*
ATC:	*"OPS 1, GROUND, PROCEED ON TO RUNWAY 05/23 AT TAXIWAY ALPHA SOUTH, REPORT WHEN OFF."*

	or
	"OPS 1, GROUND, HOLD SHORT OF RUNWAY 05/23 AT TAXIWAY ALPHA SOUTH."

Table 5.3. IAB CMA Access Phraseology.

VEHICLE OPERATOR:	*"GROUND, OPS 1."*
ATC:	*"OPS 1, GROUND."*
VEHICLE OPERATOR:	*"GROUND, OPS 1, REQUEST INTO THE TAXIWAY ECHO NORTH CMA."*
ATC:	*"OPS 1, GROUND, PROCEED INTO THE TAXIWAY ECHO NORTH CMA, REMAIN OFF RUNWAY AT ALL TIMES, REPORT WHEN OUT."*
	or
	"OPS 1, GROUND, HOLD SHORT OF THE TAXIWAY ECHO NORTH CMA."

5.3.2. Vehicles must read back instructions verbatim before taking any action and allow time for correction, if misinterpreted. If you are unsure what the controller has transmitted, or if you do not understand an instruction, you MUST request ATCT to repeat the last transmission. Good communications only occur when each party knows and understands what the other is saying.

Table 5.4. IAB Runway Crossing Read back Instructions.

VEHICLE OPERATOR: **Note:** Ops 1 visually scans the runway prior to entry, and then proceeds across the runway.	*"GROUND, OPS 1 UNDERSTANDS APPROVED TO CROSS RUNWAY 05/23 AT TAXIWAY ALPHA SOUTH. WILL REPORT WHEN OFF."* *or* *"GROUND, OPS 1, HOLDING SHORT AT TAXIWAY ALPHA SOUTH."*
VEHICLE OPERATOR:	*"GROUND, OPS 1, CROSSING COMPLETE, OFF RUNWAY 05/23 AND OUT OF THE CMA AT TAXIWAY ALPHA SOUTH, WILL REMAIN OUT."*
ATC:	*"OPS 1, GROUND, ROGER."*

Table 5.5. IAB Runway Access Read back Instructions.

VEHICLE OPERATOR: **Note:** Ops 1 visually scans the runway prior to entry, and then proceeds onto the runway.	*"GROUND, OPS 1 UNDERSTANDS APPROVED ON TO RUNWAY 05/23 AT TAXIWAY ALPHA SOUTH. WILL REPORT WHEN OFF."* *or* *"GROUND, OPS 1, HOLDING SHORT AT TAXIWAY ALPHA SOUTH."*
VEHICLE OPERATOR:	*"GROUND, OPS 1, OFF RUNWAY 05/23 AND OUT OF THE CMA AT TAXIWAY ALPHA SOUTH."*
ATC:	*"OPS 1, GROUND, ROGER."*

Table 5.6. IAB CMA Access Read back Instructions.

VEHICLE OPERATOR: **Note:** Ops 1 visually scans the runway prior to entry, and then proceeds onto the runway.	*"GROUND, OPS 1 UNDERSTANDS APPROVED INTO THE TAXIWAY ECHO SOUTH CMA, WILL REMAIN OFF RUNWAY AT ALL TIMES, WILL REPORT WHEN OUT."* *or* *"GROUND, OPS 1, HOLDING SHORT OF THE CMA AT TAXIWAY ECHO NORTH."*
VEHICLE OPERATOR:	*"GROUND, OPS 1, OUT OF THE TAXIWAY ECHO NORTH CMA, WILL REMAIN OUT.."*
ATC:	*"OPS 1, ROGER."*

Table 5.7. Common Use Phrases.

What Is Said:	What It Means:
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, correct version follows.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately/without delay/Expedite	Phrase used by ATC when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	Controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should re-establish contact if a delay is lengthy.
Unable	Indicates inability to comply with instruction/request/clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

5.4. Phonetic Aviation Alphabet. Phonetic Aviation Alphabet was created to avoid confusion with letters that have similar pronunciation, such as "B" and "P". Airfield drivers must know and use the Phonetic Aviation Alphabet outlined in **Table 5.8**

Table 5.8. Phonetic Aviation Alphabet.

A	ALFA/ALPHA	**N**	NOVEMBER
B	BRAVO	**O**	OSCAR
C	CHARLIE	**P**	PAPA
D	DELTA	**Q**	QUEBEC

E	ECHO	R	ROMEO
F	FOX-TROT	S	SIERRA
G	GOLF	T	TANGO
H	HOTEL	U	UNIFORM
I	INDIA	V	VICTOR
J	JULIET	W	WHISKEY
K	KILO	X	X-RAY
L	LIMA	Y	YANKEE
M	MIKE	Z	ZULU

5.5. Vehicle Escort. When escorting vehicles, use the word "*PLUS (#)*" to indicate the additional number of vehicles (e.g. "Ops 1 PLUS 3", "Airfield 2 PLUS 1", etc.). Phraseology can be utilized for both CMA and non-CMA areas (e.g. restricted areas, loops, etc.).

5.6. Work Details.

5.6.1. Work details operating in the CMA that consist of two or more vehicles shall assign one vehicle (lead vehicle) to communicate directly with ATCT for access/approval. All pedestrians on foot within the CMA shall maintain radio contact with ATCT or remain within close proximity to personnel with radio contact with ATCT.

5.6.2. Upon receiving verification, either visually or through radio reports from the airfield driver/pedestrian, the lead driver/pedestrian shall notify ATCT when ALL vehicles and personnel are off the runway.

5.6.3. When ATCT is unable to verify that all vehicles and personnel have exited the runway, the lead vehicle/pedestrian must conduct a visual check of the entire runway in an attempt to locate vehicles/personnel and report the status to ATCT.

5.7. Aerodrome/Airfield Saturation. Keep in mind that other parties might be on the Ramp Net or ATCT may be busy with air traffic issues.

Chapter 6

AIRFIELD DRIVING ENFORCEMENT, REPORTING VIOLATIONS AND CONSEQUENCES

6.1. General.

6.1.1. Several different types of airfield violations exist on Incirlik. Two major types include CMAVs and Runway Incursions. In addition, airfield drivers may also be cited for minor infractions, such as failing to perform a FOD check, invalid AF IMT 483, etc.

6.1.2. All airfield drivers are responsible for identifying, correcting and reporting improper and/or unsafe driving practices. Immediately report all airfield driving violations to Airfield Management. Commanders, ADPMs (for unit assigned personnel), AMOPs and Security Forces personnel have the authority to temporarily suspend airfield driving privileges.

6.2. CMAVs and Runway Incursions.

6.2.1. CMAV: An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific ATCT approval.

6.2.2. Runway Incursion: Any occurrence at an Aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft.

6.2.3. Hazardous Air Traffic Report (HATR) constitute an encounter between a vehicle or pedestrian and an aircraft. A HATR event can occur on the airfield when a vehicle or pedestrian impedes the traffic flow of an aircraft.

6.2.4. The airfield driver's Unit Commander, UADPM, and AM must be notified immediately of any CMAV/Runway Incursion and that the incident is under investigation.

6.2.4.1. WADPM shall notify HQ USAFE A3/A3CA, with OS/CC concurrence, within 24 hours of a Runway Incursion/HATR incident.

6.2.4.2. Email date and time of Runway Incursion, Statement of Events (who, what, where, when and how), whether Wing Safety has been notified and if a Class E report/HATR has been initiated and actions taken to HQ USAFE A3/A3CA (**usafe.a3ca@ramstein.af.mil**).

6.2.5. The individual's AF IMT 483 must be surrendered to AM and airfield driving privileges temporarily suspended until an investigation and retraining are completed. **Note:** Unit Commanders, UADPMs, AM, and SF have the authority to temporarily suspend airfield driving privileges. When suspended by agencies other than AM, prompt notification must be provided to the WADPM.

6.2.6. CMAV/Runway Incursion events must be reported to Wing Safety within 24 hours.

6.2.7. The AOF/CC, Wing Safety, AFM and the WADPM shall work as a team to assign all Runway Incursions an operational category (e.g., Operational Error, Pilot Deviation and Vehicle/Pedestrian) defined in **Attachment 1** for trend analysis. The AOF/CC shall ensure these classifications are annotated in the recommendation section of the AF IMT 457, *USAF*

Hazard Report or narrative section of the AF IMT 651, *Hazardous Air Traffic Report* (HATR).

6.2.8. The AF IMT 651 and/or AF IMT 457 must include the following information:

6.2.8.1. Individual's information (e.g., rank, job title, organization, TDY, or base assigned).

6.2.8.2. Individual's experience working on or near the airfield and date trained.

6.2.8.3. If individual was authorized on the airfield and/or CMA.

6.2.8.4. If individual completed all training required to operate a vehicle on the airfield.

6.2.8.5. Approximate location where the Runway Incursion occurred (e.g., runway/taxiway intersection, distance from threshold or overrun etc.).

6.2.8.6. The WADPM must maintain a copy of the AF IMT 651s/457s, actions taken, results and supporting documentation IAW Air Force Records Disposition Schedule, Table 13-06, Rule 15.00 (see AFI 91-202, *The US Air Force Mishap Program* and AFMAN 91-223). A copy of the final Runway Incursion report may be obtained from Wing Safety and/or HQ USAFE A3/A3CA.

6.2.9. The WADPM is responsible for taking immediate actions to correct any identified systematic problems and ensuring interim control measures are applied until permanent corrections are made.

6.2.10. The WADPM and Wing Safety must inspect the offending unit's ADP as a part of the investigation. Emphasis shall be placed on how the unit trains and their compliance with this ADI. The results shall be reported to the Unit Commander and the WADPM shall maintain a copy of the report.

6.2.11. CMAV, Runway Incursion and HATR events must be briefed at the AOB.

6.2.11.1. Provide a detailed description of each incident to include (What, When, Where, How, type vehicle/aircraft involved and action taken to prevent a recurrence). **Note:** HATR data will be briefed by Wing Safety.

6.2.11.2. Highlight any trends (e.g. annual/biannual chart showing upward or downward incident rate as applicable).

6.3. General Airfield Violations.

6.3.1. Personnel witnessing an airfield violation must notify AM immediately and provide a brief description and location of the violation.

6.3.2. AM personnel shall respond or request Security Forces assistance to escort the individual(s) to AM. For violations or repeat violators, AM personnel have authority to revoke the individual's AF IMT 483. Personnel involved in violations must provide a written statement. All paperwork concerning the violation shall be submitted to the AFM or the WADPM for further investigation.

6.3.3. Major violations included, but are not limited to, CMAVs, Runway Incursions or incidents involving an aircraft or bodily harm to an individual.

6.3.4. Minor violations include, but are not limited to, speeding, expired AF IMT 483/AF Form 1199C/AF Form 2293, failure to possess AF IMT 483/AF Form 1199C/AF Form 2293, improper vehicle parking, failure to complete annual refresher training, etc.

6.4. AF IMT 483 Suspension/Revocation/Reinstatement.

6.4.1. Repeated airfield driving violations, or an overall demonstrated lack of ability by the airfield driver, shall result in a suspension or revocation of airfield driving privileges.

6.4.1.1. Common reasons include, but are not limited to, speeding, reckless driving, misuse/abuse of the vehicle, physical/mental impairment, display of poor judgment or behavior or failure to complete training/annual refresher training.

6.4.1.2. Verbal warnings may be given by anyone witnessing a violation. The AFM, Unit Commanders, WADPM, UADPMs, AM and SFS personnel are authorized to confiscate a members' AF IMT 483 for violating the provisions of this ADI. Record offender's name, rank, unit, duty phone, Unit Commander/UADPM information and details of the offense (date, time, location, violation) in the AF 483 spot check checklist and notify WADPM.

6.4.1.3. A completed Incirlik CMA/Airfield Violation Worksheet shall be sent to the offender's Unit Commander with a courtesy copy sent to the Wing Safety Office (39 ABW/SEF) and Operations Squadron Commander (39 OSS/CC). **Note:** Any supervisor in the airfield driver's chain of command may suspend a airfield driver's AF IMT 483. All suspensions shall be reported to the AFM, WADPM and UADPM and a suspension/revocation of airfield driving privileges MFR (**Attachment 11**) shall be completed.

6.4.2. Major infractions/violations (paragraph **6.4.2**) shall carry the following penalties:

6.4.2.1. FIRST VIOLATION: Suspend airfield driving privileges for a minimum of 30 days.

6.4.2.2. SECOND VIOLATION: Suspend airfield driving privileges for a minimum of 6 months.

6.4.2.3. THIRD VIOLATION: Permanent revocation of Incirlik airfield driving privileges.

6.4.2.4. For Runway Incursions that have an adverse impact on flight operations (arrivals, departures, etc.), an AF IMT 651 shall be submitted to 39 ABW/SEF.

6.4.2.5. For Runway Incursions that **do not** have an adverse impact on flight operations, an AF IMT 457 shall be submitted to 39 ABW/SEF.

6.4.3. Minor infractions/violations (paragraph **6.4.3**) shall carry the following penalties:

6.4.3.1. FIRST VIOLATION: Suspend airfield driving privileges for a minimum of 7 days.

6.4.3.2. SECOND VIOLATION: Suspension of driving privileges for 14 days.

6.4.3.3. THIRD VIOLATION: Revocation of airfield driving privileges for 30 days. Reinstatement procedures must be accomplished IAW paragraph **6.4.4**

6.4.4. Reinstatement Procedures. Unit Commanders and UADPMs shall ensure that, prior to seeking reinstatement from the WADPM, the individual(s) concerned:

6.4.4.1. Received refresher training, which shall be documented, signed by the Unit Commander or designated representative and forwarded to the AFM for approval/disapproval.

6.4.4.2. Completed **Attachment 12** with Unit/CC signature.

6.4.4.3. Is retested on the provisions of this ADI.

6.4.4.4. Is issued a new AF IMT 483 by the AFM or designated representative.

Chapter 7

TDY AND NON BASE-ASSIGNED CONTRACT PERSONNEL

7.1. General.

7.1.1. TDY and non base-assigned contractors must possess an AF IMT 483 and be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort. **Exception:** the AFM, or delegated representative, may provide a local briefing/training when TDY and contractor personnel's driving route(s) do not permit access on or across CMA. The AFM shall maintain documentation on all contractors working on the airfield.

7.1.2. Previously issued contractor AF IMT 483s must be revalidated for currency by the WADPM prior to beginning any airfield projects. WADPM will either print out a new AF IMT 483 or sign the back of the card.

7.2. Training Requirements.

7.2.1. For non base-assigned contactors without .mil access, use **Attachment 7** to document individual training and issue a temporary AF IMT 483 with restrictions (if applicable) and expiration date. For TDY personnel with a home station AF IMT 483, use **Attachment 8** to document mass briefings. TDY personnel receiving the mass orientation must have their home station-issued AF IMT 483 in possession while operating on the airfield (e.g. 39 SFS). TDY personnel's home-issued AF IMT 483 must remain valid during duration of tour (e.g. refresher training). TDY personnel requiring CMA access shall complete the full CMA training process without exception. Update restrictions and expiration dates on reverse of home-issued AF IMT 483. **Note:** If a sponsoring UADPM accomplishes the local training, forward a copy of **Attachment 7** or **Attachment 8** to the WADPM. If restrictions apply, WADPM will provide a temporary AF IMT 483 with restrictions and expiration date to TDY personnel. As a minimum, the local training/briefing shall include the following:

7.2.1.1. Airfield signs, markings and lighting.

7.2.1.2. Speed limits for aircraft parking aprons, taxiways and special purpose vehicles.

7.2.1.3. Operating vehicles in the immediate vicinity of aircraft.

7.2.1.4. Parking and chocking requirements.

7.2.1.5. Lateral distance requirements for mobile obstacles on taxiways and aprons.

7.2.1.6. FOD control/prevention.

7.2.1.7. Runway incursion prevention.

7.2.1.8. Airfield violations and consequences.

7.2.1.9. Proper radio terminology and phraseology.

7.2.1.10. Airfield layout.

7.2.2. Maintain a file copy of this training IAW Air Force RDS, Table 33-42, Rule 04.00.

Chapter 8

PRIVATELY OWNED (POV), CONTRACTOR AND GOVERNMENT-LEASED VEHICLES

8.1. Authorization to Operate a Non-GMV on the Airfield.

8.1.1. POV and Government-leased vehicle shall not be operated on the airfield for the purpose of convenience, avoiding traffic control devices on base roads or saving man-hours. POVs on the airfield are discouraged and shall be kept to an absolute minimum. The AFM and the WADPM are the POV pass approval authorities. Delegation of responsibility is not authorized.

8.1.2. POV passes will not be issued to personnel below the grades of E-9 or O-5 without proper Unit/CC justification. Airfield contractors utilizing POVs will follow the guidelines outlined in paragraph **8.3**

8.2. POV Vehicle Passes.

8.2.1. Authorized individuals must complete **Attachment 10** with Unit/CC or Company representative signature, to request a POV vehicle pass. If approved, individuals must display the approved, AMC ADTP website-generated POV vehicle pass in the vehicle at all times. All POV passes are valid for a maximum of 12 months.

8.2.1.1. Expired POV passes must be returned to AMOPS before a new pass can be issued. AMOPS personnel will ensure that restrictions on the AF IMT 483 are annotated on the POV pass.

8.2.1.2. WADPM will ensure annual validation of all POV passes and changing out color annually.

8.2.2. Additionally, the airfield driver shall have in their possession at all times:

8.2.2.1. An Incirlik AF IMT 483, endorsed for airfield driving.

8.2.2.2. A valid civilian driving license.

8.2.2.3. An AF Form 2293 (GMV license), if applicable.

8.2.3. POV airfield access approval is based on mission need only. Authorized POVs shall be restricted to the designated operations location identified on **Attachment 9**.

8.3. Contractor/Company Vehicle Passes.

8.3.1. 39 CONS will provide a commander-signed POV pass letter to the WADPM. Contractor-driven company vehicles shall display a company logo on the vehicle. These vehicles shall be issued temporary airfield authorized POV pass by the WADPM or designated delegate.

8.3.2. A POV pass shall be issued for the duration of the project or maximum of 12 months, whichever comes first. For projects extending beyond a year, the AFM shall brief the individual on any procedural changes and/or problem areas and reissue a new POV pass.

8.3.3. POV passes are valid a maximum of 12 months and cannot be extended. All Contractors exceeding 12 months must obtain a new POV pass and all POV passes must be returned to AM upon completion of the project.

8.3.4. Contractors requiring access to the CMA (i.e. grass cutters, runway repair teams, etc.) must maintain a CMA authorized AF IMT 483, have two-way radio communication with ATCT and utilize an approved contractor call sign determined by the AFM. Contractors are restricted to airfield operations outlined in the approved and validated Unescorted Entry Authorization List (UEAL) and Entry Authorization List (EAL).

8.4. Government-Leased Vehicles Passes.

8.4.1. Government-leased vehicles are permitted to operate on the airfield only when justified by performance of duties or if use of base roads would be unsafe or impractical due to vehicle design or non-availability of routes.

8.4.2. Personnel must be qualified/authorized to drive on the airfield. All rental/leased vehicles utilized in performance of DoD business are considered GMVs and may be driven on the airfield. Individuals driving a rental/leased GMV must complete **Attachment 9**. If approved, individuals must display the approved AMC ADTP website-generated GMV pass in the vehicle at all times. Individuals must meet the same requirements outlined in paragraph **8.3**

8.4.3. Government-leased vehicles may operate within the CMA provided they meet the requirements outlined in paragraph **8.3**

8.5. Expired Vehicle Passes. All expired vehicle passes must be returned to AM.

CRAIG D. WILLS, Colonel, USAF
Commander, 39th Air Base Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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None

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Abbreviations and Acronyms

ABW—Air Base Wing

ADI—Airfield Driving Instruction

ADP—Airfield Driving Program

ADTP—Airfield Drivers Training Program

AFFSA—Air Force Flight Standards Agency

AFI—Air Force Instruction

AFM—Airfield Manager

AFMAN—Air Force Manual

AFRSAT—AF Runway Safety Action Team

AFSC—Air Force Specialty Code

AFTC—Air Force Training Course

AFVA—Air Force Visual Aid

AM—Airfield Management

AMC—Air Mobility Command

AMOC—Airfield Management Operations Coordinator

AMOPS—Airfield Management Operations Section

AMOS—Airfield Management Operations Supervisor

AOB—Airfield Operations Board

AOF/CC—Airfield Operations Flight Commander

AOI—Airfield Operations Instruction

ATC—Air Traffic Control

ATCT—Air Traffic Control Tower

BASH—Bird Aircraft Strike Hazard

CBT—Computer Based Training

CE—Civil Engineering

CMA—Controlled Movement Area

CMAV—Controlled Movement Area Violation

DAFM—Deputy Airfield Manager

DD/DOD—Department of Defense

EAL—Entry Authorization List

ECP—Entry Control Point

FAA—Federal Aviation Administration

FOD—Foreign Object Damage

FOUO—For Official Use Only

GMV—Government Motor Vehicle

HAP—High Accident Potential

HATR—Hazardous Air Traffic Report

HQ—Headquarters

IAW—In Accordance With

ILS—Instrument Landing System

INST—Instrument

MAJCOM—Major Command

MFR—Memorandum for Record

MOCC—Maintenance Operations Control Center

MOPP—Mission Oriented Protective Posture

MPH—Miles per Hour

NAMO—NCOIC, Airfield Management Operations

NAMT—NCOIC, Airfield Management Training

NVD/NVG—Night Vision Device/Night Vision Goggles

OG—Operations Group

OPR—Office of Primary Responsibility

OS—Operations Squadron

PER—Primary Emergency Responder

POV—Privately Owned Vehicle

RIPWG—Runway Incursion Prevention Working Group

SAV—Staff Assistance Visit

SER—Secondary Emergency Responder

SFS—Security Forces Squadron

TA—Transient Alert

TDY—Temporary Duty

UADPM—Unit Airfield Driving Program Manager

UEAL—Unescorted Entry Authorization List

UFC—Unified Facilities Criteria

UHF—Ultra High Frequency

USAFE—United States Air Forces in Europe (MAJCOM)

VCO/VCNCO—Vehicle Control Officer/Vehicle Control Noncommissioned Officer

VFR—Visual Flight Rule

VHF—Very High Frequency

WADPM—Wing Airfield Driving Program Manager

Terms

Abandoned Vehicle— A vehicle that is left on the airfield without a driver and is not defined as an unattended vehicle.

Acknowledge— Phraseology; let me know that you have received my message.

Advise Intentions— Phraseology; tell me what you plan to do.

Aerodrome— A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure, and movement of aircraft.

AF Runway Safety Action Team— AFRSAT teams are composed of AFFSA and/or HQ USAFE A3/A3CA functional experts used to analyze report and determine corrective actions required to reduce the number of CMAVs on the airfield. AFRSAT functional experts shall evaluate all pertinent areas that are a part of, or affect, the negative trend or unsafe condition.

Airfield— An area prepared for the accommodation (including any buildings, installations, and equipment) of landing and take-off of aircraft.

Airfield Drivers— Personnel who have completed all airfield driver training requirements and are authorized to operate vehicles on the airfield.

Airfield Driving Instruction (ADI)— Formerly known as the flight line driving instruction. Instruction establishes local operations, procedures and training standards for driving a vehicle on the airfield. Also referred to as an "ADI".

Airfield Facilities— Facilities on an airfield that includes, but are not limited to, runways, taxiways, parking and servicing areas, ATC facilities, AM, navigational aids, aircraft fire suppression and rescue services and airfield lighting systems.

Airfield Management— A function that conducts airfield inspections and checks for safety and compliance with planning and design criteria. Plans, organizes and directs airfield activities to include airfield construction/repairs, airfield driving program, ice/snow removal operations, Bird/Wildlife control, etc. Procures, maintains, and produces information on safe operation of aircraft through the national and international airspace system such as Flight Information Publications, aeronautical charts and maps, Notice to Airmen (NOTAM), local airfield and navigational aid status, and weather information. Process domestic and international flight plans.

Airfield Management Operations (AMOPS)— A facility located near or on the airfield that provides aircrews with flight plan processing and planning services.

Airfield Manager (AFM)— Works directly for the AOF/CC and manages AM facilities to ensure effective support to the base flying mission and transient aircrews.

Airfield Operations Flight Commander (AOF/CC)— Responsible for the overall operation/services provided by the airfield operations flight in support of the wing flying mission and in compliance with USAF and FAA guidelines.

Clear— Phraseology; An ATC term used between pilots and air traffic controllers, not authorized for use by personnel operating motor vehicles on the airfield.

Commercial Vehicle— A vehicle, which is owned or leased by a commercial firm (e.g. rental company).

Controlled Areas— Areas that are legally defined for containing Protection Level 4 resources. Only authorized personnel, designated by a Unit Commander, have access to controlled areas.

Controlled Movement Area (CMA)— The CMA includes the runway, overruns and portions of taxiways (marked with non-standard CMA stop markings) and Victor Loop. Airfield drivers are required to contact ATCT for permission into the CMA. Contact with TURAF ATCT personnel through Turkish frequencies (Non-Ramp Net) for CMA access is strictly prohibited. Violations to the CMA are outlined in **Chapter 6**.

Controlled Movement Area Violation (CMAV) Event— An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific ATCT approval. This definition includes runway incursions and infractions caused by communication errors. Refer to AFMAN 91-223, paragraph 1.3.1.8, for reportable HATR reporting procedures and paragraph 1.3.1.9 for reportable CMAV events.

CMA Stop Line (Figure A1.1)— Non-standard airfield marking outlining the CMA boundary. All airfield drivers are required to stop at this line and request onto/cross the runway or into the CMA area, but not onto the runway.

Figure A1.1—CMA Stop Line. (Painted in white with red lettering)

Entry Control Points— Access points in to a restricted airfield area. FOD checks are conducted at these points and are typically observed by 39 SFS personnel.

Expedite— Phraseology; used by ATC when prompt compliance is required to avoid the development of an imminent situation.

Flightline Road— The roadway running east and west along the southern edge of the airfield, from Charlie Gate to Bravo Gate. Flightline Road is outside of the restricted area.

Foreign Object Damage (FOD)— Any damage to an aircraft, engine, aircraft system, component, tire, munitions, or support equipment caused by a foreign object(s) which may or may not degrade the required safety and/or operational characteristics of the aforementioned items.

Government Motor Vehicles (GMVs)— Vehicles that are owned or leased by the US government.

Hold or Hold Short— Phraseology; used by ATC to indicate you must stay where you are currently located or for you to hold at the Runway Hold Line/VFR Hold Line prior to receiving approval into the CMA.

Hot Spot— A runway safety related problem area or intersection on an airfield. Typically, it is a complex or confusing taxiway/taxiway or taxiway/runway intersection. A confusing condition may be compounded by a miscommunication between a controller and a pilot, and may cause an aircraft separation standard to be compromised. The area may have a history of surface incidents or the potential for surface incidents.

Immediately— Phraseology; used by ATC when such action compliance is required to avoid an imminent situation.

Instrument (ILS) Hold Line (Figure A1.2)— Two horizontal yellow solid lines perpendicularly connected by pairs of solid yellow lines with "INST" on the runway side of the line. A designated boundary intended to protect the runway environment. Found at the point where a taxiway and runway intersect. Instrument hold line is marked in retro-reflective yellow paint. ILS Hold Line is activated when ILS critical areas weather minimums are reached. ILS Critical Area Hold Line is located on Taxiway Echo 1.

Figure A1.2—Instrument (ILS) Hold Line. (Painted in yellow on surface)

Light Gun— A handheld, directional light signaling device which emits a brilliant narrow beam of white, green, or red light, as selected by ATCT. The color and type of light transmitted can be used to approve or disapprove anticipated pilot or vehicle actions where radio communication is not available. The light gun is used for controlling traffic operating in the vicinity of and on the airfield.

Major Command (MAJCOM)— Refers to HQ USAFE Airfield Operations (HQ USAFE A3/A3CA).

Negative— Phraseology; no or permission not granted, or that is not correct.

Non—GMV – Non Government Motor Vehicle. These are contractor/vendor company vehicles or rented vehicles by the military for special missions (i.e. Inspector General Teams and TDY personnel). They are authorized to be driven on the airfield by airfield drivers. Airfield Management shall issue a placard for non-government vehicles.

Out— Phraseology; the conversation is ended and no response is expected.

Over— Phraseology; my transmission is ended and I expect a response.

Parking Ramp/Apron— Areas where aircraft are parked, loaded and unloaded and serviced between flights. Vehicles and aircraft operate in close proximity in these areas, so it is vital to maintain a safe distance between your vehicle and aircraft. Always yield to aircraft and never drive under an aircraft or its wings. Slow speed and extreme caution are required in these areas.

Perimeter Road— A road around the runway perimeter designed to connect the access roads.

Privately Owned Vehicle (POVs)— A vehicle that is owned or leased by a private party.

Proceed— Phraseology; authorization to begin/continue on approved routes.

Read Back— Phraseology; repeat my message back to me.

Restricted Area— An area on the airfield designated for the use by aircraft/equipment requiring security protection level. Area is marked with signs prior to entering. Red lines, either painted on the pavement or suspended cord, shall indicate the boundaries.

Roger— Phraseology; I understand and have received all of your transmission.

Runway— A defined area on an airfield prepared for the landing and takeoff of aircraft.

Runway Hold Position (see "Runway Hold Line", Figure A1.2).— Four yellow lines, two solid and two dashed, which are painted across each intersection where the taxiway joins the runway. The hold line shall not be crossed without two-way radio contact and approval from ATCT. Crossing a Runway Hold Line without ATCT approval would constitute a runway intrusion and would require immediate suspension of runway operations.

Runway (VFR) Hold Line (Figure A1.3)— A designated boundary intended to protect the runway environment. Found at the point where a taxiway and runway intersect.

Figure A1.3—Runway (VFR) Hold Line. (Painted in yellow on surface)

Runway Incursion— Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft. For the purpose of this instruction, the protected area is the same as the CMA. These are further classified into three operational categories:

> **1. Operational Error (OE)**— A failure of the ATC system that results in loss of separation.

> **2. Pilot Deviation (PD)**— The action of a pilot that results in the violation of ATC instructions, AF instructions and/or FAA regulations.

> **3. Vehicle/Pedestrian Deviation (V/PD)**— Any entry or movement on CMA by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by ATCT.

Runway Incursion Working Group (RIPWIG)— Assembly of base agencies that analyzes Runway Incursions and corrective actions.

Say Again— Phraseology; used to request a repeat of the last transmission. Usually specifies transmission was not understood or received.

Special Purpose Vehicle— A vehicle designed for a special requirement; this includes specially designed items such as aircraft towing tractors, refueling trucks, aircraft rescue and fire fighting response vehicles.

Stand By— Phraseology; to pause while other duties of a higher priority are attended to. Also means to standby for clearance/approval.

Taxilane— Ramp space between rows of parked aircraft used to maneuver aircraft to and from parking spots and taxiways.

Taxiway— A paved surface for taxiing aircraft from parking ramp to runway.

Unattended Vehicle— Vehicles used on the airfield and temporarily vacated for mission accomplishment.

Unit— For the purpose of this Instruction, the term unit is equivalent to a Squadron, also known as the basic unit in the USAF organizational structure. Squadrons are usually made up of several flights (typically four), and commanded by a field grade officer.

Unit Airfield Driving Program Manager— Appointed by the Unit Commander to administer the organization's airfield driving program. Individuals coordinate with the Wing Airfield Driving Program Manager on the wing airfield driving program.

Wing Airfield Driving Program Manager— Maintains wing airfield driving policies and standards. Inspects units with an airfield driving program and develops the airfield driving instruction.

Air Base Wing Commander— The individual with ultimate responsibility for operating the airfield.

Without Delay— Phraseology; with a sense of urgency, proceed with approved instructions in a rapid manner.

Wilco— Phraseology; I have received your message, understand it, and shall comply with it.

Attachment 2

UNIT ADPM & TRAINER(S) APPOINTMENT LETTER

MEMORANDUM FOR 39 OSS/OSAB

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit ADPMs and Trainers

1. The following individuals are appointed as unit Airfield Driving Program Managers (primary/alternate) and trainers. Individuals have received training IAW AFI 13-213 USAFE SUP_I and the Incirlik Driving Instruction. Both Primary UADPM and Alternate UADPM have the authority to certify personnel are qualified to drive on the airfield and shall ensure completion and tracking of all airfield driver training for unit assigned and TDY personnel.

NAME/Email	OFFICE SYM	DUTY PH	DEROS	483# _____
PRIMARY:				
MSgt Jane B. Smith	ABCD	676-1234	01 JAN 11	0111-1234
Email: Jane.Smith.1@us.af.mil				
ALTERNATE:				
TSgt John E. Doe	ABCD	676-1234	01 JAN 11	0111-5678
Email: John.Doe.1@us.af.mil				

2. The following individuals are appointed as Airfield Driving Program Trainers:

NAME/Email	OFFICE SYM	DUTY PH	DEROS	483 #_____
TSgt Jane C. Davis	ABCD	676-5678	01 JAN 11	0111-4321
Email: Jane.Davis.1@us.af.mil				
SSgt Michael Johnson	ABCD	676-5678	01 JAN 11	0111-8765
Email: Michael.Johnson.1@us.af.mil				

3. This letter supersedes all previous letters, same subject.

                                                                XXXX X. XXXXX, Lt Col, USAF
                                                                Commander

Attachment 3

UNIT ADPM TRAINING CHECKLIST

UNIT ADPM TRAINING CHECKLIST

SECTION I – TRAINEE INFORMATION (*Completed by Wing ADPM*)			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone

SECTION II – QUALIFICATION TRAINING (*Completed by Trainee and Wing ADPM*)			
	Date Completed	**Trainee Initials**	**Wing ADPM**
1. Unit ADPM duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives.			
4.1. AFMAN 24-306, *Manual for the Wheeled Vehicle Operator*			
4.3. AFI 21-101.			
4.4. AFOSHSTD 91-100, *Aircraft and Equipment Maintenance Management*.			
5. Testing requirements to include test security/compromise.			
6. Color vision testing requirements (if applicable). See AFI 48-123, *Medical Examinations and Standards* for additional information.			
7. Airfield driver training requirements.			
7.1. Local Qualification.			
7.2. Refresher Training.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violation Consequences.			
10. Vehicle Passes (Privately Owned/Government-Leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
12. TDY personnel/Non-based assigned contractors briefing and or training requirements.			
13. Escort procedures.			
14. Procedures for issuing revoking and reissuing an AF IMT 483, *Certificate of Competency*.			

15. Participate with the Unit AFPM on an actual training session and practical check ride.			

16. **AF IMT 483 CERTIFICATE #**	**STAMP:**

SECTION III – TRAINING CERTIFICATION (*Completed by the Trainee and Wing ADPM or designated representative*)

TRAINEE

I have received and completed all of the above training requirements and will comply with the Incirlik Airfield Driving Instruction (ADI).

Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Wing ADPM or designated representative

Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Attachment 4

UNIT AIRFIELD DRIVING PROGRAM INSPECTION CHECKLIST

UNIT AIRFIELD DRIVING PROGRAM INSPECTION CHECKLIST			
SECTION I – GENERAL INFORMATION *(Completed by the Wing ADPM or Unit ADPM)*			
Unit	Office Symbol or Company Name		Date:
SECTION II – INSPECTION ITEMS *(Completed by the Wing ADPM or Unit ADPM)*			
	Yes	**No**	**Not Applicable**
1. Unit Commander.			
1.1. Has the Unit Commander appointed, in writing, an Airfield Driving Program Manager and alternate?			
1.2. Is a current copy of the Airfield Driving Program Manager appointment letter on file at Airfield Management?			
1.3. Does the Unit Commander limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission?			
2.4. Has the Unit Commander established procedures to limit the number of runway crossings? Is the number of unit drivers validated at least annually to include those that enter or cross the runway?			
1.5. Is the Unit Commander notified when individuals commit a violation?			
1.6. Does the Unit Commander notify the Airfield Driving Program Manager and Airfield Management when revoking an individual's driving privileges?			
1.7. Has the Unit Commander appointed, in writing, Airfield Driving Program Trainers? Is the list of names current and accurate?			
2. Unit Airfield Driving Program (UADPM) Manager.			
2.1. Is the UADPM trained and certified to drive on the airfield?			
2.2. Does the UADPM ensure drivers have a valid civilian driving license and are qualified to operate applicable vehicles?			
2.3. Does the UADPM ensure drivers have their color vision tested? Is the AFSC exempt?			

2.4. Does the UADPM maintain a list of all drivers authorized to drive on the airfield with at least the minimum data (Full name, rank, unit, office symbol, AF IMT 483 number, any restrictions and date refresher training is due)?			
2.5. Does the UADPM have current and accurate training documentation on file for drivers that have been issued an AF IMT 483, *Certificate of Competency,* endorsed for airfield driving?			
2.6. Does the UADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?			
2.7. Are the training and testing materials current and accurate?			
4. TDY personnel/Non base assigned Contractors.			
4.1. Are TDY personnel/Non base assigned contractors driving credentials verified (do TDY personnel/Non base assigned contractors have a valid civilian/GMV driving license and AF IMT 483 from their home base)? UADPM should question the need to issue AF IMT 483 if TDY personnel do not have an AF IMT 483 from their home station.			
4.2. Are TDY personnel being trained on driving requirements IAW the local driving instruction?			
5. Training.			
5.1. Are potential airfield drivers receiving classroom training by the ADPM (*as determined*)?			
5.2. Are potential airfield drivers receiving practical day and night (as applicable) airfield familiarization training?			
5.3. Are potential airfield drivers receiving a practical day and night (as applicable) driving test?			
5.4. Does the UADPM provide unit personnel with references and materials necessary to complete training? Is this material readily available for reference in the event the program manager or alternate is not available?			
5.5. Is remedial training conducted and documented on personnel that fail a test or commit a violation?			
5.6. Are drivers receiving annual refresher training within the established time lines?			
5.7. Does the UADPM have a mechanism established to track annual refresher training requirements? Is the refresher training being documented on the back of the AF IMT 483?			
5.8. Are trainees administered a General Knowledge			

Test?			
5.9. Are trainees administered a Runway Incursion Prevention Test?			
5.10. Are trainees administered a Communication Test to individuals requiring CMA access?			
5.11. Are trainees instructed on proper radio terminology when communicating with the ATCT?			
5.12. Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description of Runway Hold-Lines?			
5.13. Are trainees familiar with runway entry and exit procedures and radio "read back" requirement? (A random interview of unit airfield drivers may be conducted.)			
6. Miscellaneous.			
6.1. Is FAA 5280-7/AFVA 11 -240, Airfield Visual Aid Safety Placard, available for each vehicle operated on the CMA?			
6.2. Is FOD prevention and identification part of the Unit's Airfield Driving Program?			
6.3. Are vehicles used on taxiways and runways equipped with Infrared Red Lights/Roof-mounted rotating beacons?			
6.4. Is a current airfield diagram in unit assigned vehicles?			
6.5. Airfield Driving Read File being utilized?			

SECTION III – COMMENTS/NOTES *(Completed by the Wing ADPM or Unit ADPM)*

SECTION IV – CERTIFICATION *(Completed by the Unit ADPM and Wing ADPM)*

UNIT ADPM

Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

WING ADPM

Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Attachment 5

AIRFIELD DRIVER TRAINING & CERTIFICATION

AIRFIELD DRIVER TRAINING & CERTIFICATION					
Section I. Trainee Information					
Name (Last, First, Middle Initial)**:**			**Grade/Rank:**	**AFSC/Job Series:**	**Duty Phone:**
Unit/Office Symbol or Company Name:				**Driving Record Review Completion Date:**	
Area Required	**CMA** ☐	**Non CMA** ☐	**Civilian License #**	**State of Issue:**	**Restrictions:**
Section II. Color Vision Test (Completed by Hospital/Medical Treatment Facility Optometry For)					
Name of person authorized to perform test			**Rank**	**Signature**	
			Results Pass Fail	**Date**	
Section III. Qualification Training					
Training Requirement	**Date Started**		**Date Completed**	**Trainee**	**Trainer**
USAF Airfield Driving Computer Based Training (Score:____)					
Airfield Driving Qualification Training Checklist/Curriculum					
Day Airfield Driver Training (Practical).					
Night Airfield Driver Training (Practical).					
General Knowledge Tests (Score: ____)					
Runway Incursion Prevention Test (Score: ____)					
Communications Test. (Score: ____)					
Airfield Diagram/Layout Test. (Score: ____)					
Airfield Driving Restrictions:					
Section IV. TDY/Contractor Airfield Driver Training Briefing					
Host Unit	**Duration of Visit**	**Date Started**	**Date Completed**	**Trainee**	**Trainer**

Section V. Training Certification (Completed by Authorized Airfield Driving Training Instructor)		
I certify the trainee has received all mandatory airfield driving training listed above.		
Name of Trainer (Last, First, MI)	**Grade/Rank:**	**Signature:**

Section VI. Trainee Certification		
I certify that I have received all mandatory airfield driving training listed above and will comply with the Incirlik AB ADI. I am also fully aware that no vehicle or pedestrian shall enter the controlled movement area (CMA) and/or runway without approval from ATCT. I understand that I am required to maintain two-way radio communication with ATCT prior to entering the CMA or runway.		
Name of Trainee (Last, First, MI)	**Grade/Rank:**	**Signature:**

Section VII. Unit Certification (Completed by Unit Commander or Unit ADPM)		
I certify the above trainee has successfully completed all airfield driving training requirements to operate a vehicle at Incirlik AB. Check all applicable restriction and or special access. ☐ Non CMA Only ☐ Daylight Hours Only ☐ CMA		
Name (Last, First, MI):	**Grade/Rank:**	**Signature:**

Section VIII. Airfield Driving Authorization			
☐Approved ☐Disapproved	**AF IMT 483 #**	**Date:**	
Name (Last Name, First Name, MI)**:**		**Grade/Rank:**	**Signature:**

Attachment 6

AIRFIELD DRIVER QUALIFICATION TRAINING CHECKLIST

AIRFIELD DRIVER QUALIFICATION TRAINING CHECKLIST					
SECTION I – TRAINEE INFORMATION (*Completed by Unit ADPM*)					
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent		Unit/Office Symbol or Company Name		Duty Phone
Area Required: **CMA** ▭ **Non CMA** ▭ **Training Subjects**			**Date Completed**	**Trainee's Initials**	**Trainer's Initials**	**Not Available (N/A)**
1. **Definitions and terms.** Training Outcome(s): Trainee must be knowledgeable of the terms used on an airfield.						
1.1. Runway.						
1.2. Controlled Movement Area.						
1.3. Controlled Movement Area Violation (CMAV).						
2.4. Runway Incursion.						
1.5. Taxiway.						
1.6. Ramp/Apron.						
1.7. Foreign Object Damage (FOD) control/prevention.						
1.8. Overrun.						
1.9. Taxilane.						
1.10. Light Gun.						
1.11. Jet Blast.						
1.12. Vehicle Service Road.						
1.13. Hot Cargo Area.						
1.14. Arm/De-Arm Area.						
1.15. Aircraft Arresting Gear.						
1.16. ILS Critical Area.						
1.17. Mandatory Sign.						
1.18. Informational Sign.						
1.19. Emergency Response Vehicle.						
1.20. Circle of Safety.						
1.21. Restricted Area.						
1.22. Entry Control Point.						
1.23. Fixed/Mobile Obstacle.						
1.24. Airfield Management.						

1.25. Air Traffic Control Tower (ATCT).				
2. Vehicle operator requirements. Training Outcome(s): Trainee must be knowledgeable on local procedures and requirements for operating a vehicle on the airfield.				
2.1. Use of vehicle lighting (e.g. Daytime Running, Rotating/IR beacons, hazard/emergency flashers).				
2.2. Procedures for reporting an accident or vehicle maintenance problems.				
2.3. Vehicle parking and chocking requirements.				
2.4. Use of perimeter and infield roadways.				
2.5. Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway.				
2.6. Speed limits for vehicles operating on an apron/ramp and taxiway.				
2.7. Requirements for operating a vehicle within the immediate vicinity of aircraft.				
2.8. Procedures for reporting and removing FOD.				
2.9. Restricted visibility and/or night driving.				
2.10. Procedures for operating of bicycles, tricycles, etc. on the airfield.				
2.11. Use of traction control devices (as applicable).				
2.12. Emergency Response Vehicle requirements.				
2.13. Vehicle Escort/Convoy Driving procedures (as applicable).				
3. Aircraft Operations. Training Outcome(s): Trainee must be knowledgeable of hazards associated with aircraft.				
3.1. Right of Way.				
3.2. Taxiing.				
3.3. Jet Blast safety requirements.				
3.4. Unmanned Aircraft System (UAS) Operations and distance requirements.				
4. Practical Day and Night (as applicable) Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated				

work areas.				
5. Local Airfield Basics. Training Outcome(s): Trainee must be knowledgeable of the airfield environment.				
5.1. Familiarize trainee with the following airfield lighting.				
5.1.1. Runway.*				
5.1.1.1. Edge Lights.*				
5.1.1.2. Approach Lights.*				
5.1.2. Taxiway.				
5.1.2.1. Edge Lights.				
5.1.2.2. Centerline Lights				
5.2.4. Guard Lights.*				
5.2. Familiarize trainee with the following airfield signage.				
5.2.1. Runway Hold Sign.				
5.2.2. Taxiway Location Sign.				
5.2.3. ILS Critical Area Sign.				
5.2.4. Direction Sign.				
5.2.5. Distance Remaining Sign.				
5.3. Familiarize trainee with the following airfield markings.				
5.3.1. Runway.*				
5.3.1.1. Centerline.*				
5.3.1.2. Edge.*				
5.3.1.3. Runway ID Numbers.*				
5.3.2.4. Threshold Markings.*				
5.3.1.5. VFR Hold Line.*				
5.3.2. Vehicle Stop Bars.				
5.3.3. Taxiways.				
5.3.3.1. Centerline.				
5.3.3.2. Edge Markings.				
5.3.4. ILS Critical Areas.*				
5.3.5. Non-Movement Area Boundary Marking (as applicable).				
5.3.6. Non Standard Airfield Markings (as applicable).				
5.3.7. Aircraft Arresting Gear Marking.				
5.4. Familiarize trainee with the locations or airfield Navigational Aids and Visual Approach Aid. *				
5.5. Familiarize trainee with the location of Restricted Areas and Entry Control Points.				
5.6. Familiarize trainee with the location of				

Free Zones (as applicable).				
5.7. Familiarize trainee with the reduced visibility/inclement weather driving techniques.				
5.8. Familiarize trainee with the location of the Fire Department, Air Traffic Control Tower (ATCT) and Airfield Management.				
5.9. Familiarize trainee with the location and use of traffic control devices.				
5.10. Familiarize trainee with Jet Blast hazardous locations on the airfield.				
5.11. Familiarize trainee with runway configuration (e.g. dimensions, location, designation, etc.).				
5.12. Familiarize trainee with the taxiway configurations (e.g. dimensions, location, etc.).				
5.13. Familiarize trainee with the apron/ramp configurations (e.g. dimensions, location, etc.)				
5.14. Familiarize trainee with Controlled Movement Area Boundaries.				
5.15. Familiarize trainee with Congested Areas.				
5.16. Familiarize trainee with Hot Spots (as applicable).				
5.16. Identify Smoking Areas (as applicable).				
6. Communications.* Training Outcome(s): Trainee must be knowledgeable of proper radio terminology and ATCT phraseology use on the airfield.				
6.1. Ground Vehicle Communications.				
6.2. Procedural Words and Phrases.				
6.3. Aviation Phonetic Alphabet.				
6.4. Aviation Terminology.				
6.5. Procedures for Contacting the ATCT.				
6.6. Light Gun Signals (Description of ATCT Light Gun signals).				
6.7. ATCT and or vehicle blind spots.				
7. Other.				
7.1. Review ADI.				
7.2. Runway Incursion Prevention Training.				
7.3. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA.*				
7.4. Demonstrate the ability to contact ATCT for approval to enter/exit the runway.*				

SECTION III – TRAINING CERTIFICATION *(Completed by the Trainee, Unit ADPM and Wing ADPM)*			
TRAINEE			
I have received and completed all of the above CMA training requirements and shall comply with the Incirlik Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
UNIT ADPM			
I certify that the above individual has completed all local CMA training requirements outlined in the Incirlik Airfield Driving Instruction (ADI). Check all applicable restrictions. ☐ Escort/Loops only. ☐ Daylight Hours only. ☐ Other (*Specify*).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM or designated representative (*as required*)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

* Not required for Non CMA training.

Attachment 7

TDY PERSONNEL/NON BASE-ASSIGNED CONTRACTORS TRAINING CHECKLIST

TDY PERSONNEL/NON BASE-ASSIGNED CONTRACTORS TRAINING CHECKLIST

SECTION I – TRAINEE INFORMATION *(Competed by Unit ADPM or Wing ADPM)*

Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone

SECTION II – QUALIFICATION TRAINING *(Completed by the Trainee, Unit ADPM or designated Trainer)*

	Date Completed	Trainee's Initials	Trainer's Initials
1. Explain the difference between mandatory/informational airfield signs. Provide examples of mandatory/informational local airfield signs.			
2. Explain the different types of airfield markings (e.g. runway, taxiway, apron/ramp). Provide examples of local airfield markings.			
3. Explain the different types of airfield lighting systems (e.g. runway, taxiway, apron/ramp). Provide examples of local airfield lighting.			
4. Identify the speed limits for general/special purpose vehicles operating on aircraft parking aprons/ramp and taxiways.			
5. Identify the procedures for vehicle operating in the immediate vicinity of base assigned and transient (if applicable) aircraft.			
6. Explain the requirements for parking and chocking vehicles and/or equipment on the airfield.			
7. Identify the lateral distance requirements for mobile obstacles on taxiways and aprons.			
8. Discuss Foreign Object Damage (FOD) control/prevention measures for the airfield.			
9. Identify methods/practices to prevent a runway incursion.			
10. Explain the different types of airfield violations and their consequences.			
11. Identify the proper radio terminology and phraseology.			

12. Provide a local airfield diagram.			
13. Identify all restricted areas and entry control points.			
14. Identify all Control Movement Area boundaries.			
15. Identify Free zones, when applicable.			
16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.			
17. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when applicable.			
18. Explain procedures for reporting an accident or vehicle maintenance problems.			

SECTION III – TRAINING CERTIFICATION *(Competed by Trainee, Unit ADPM and Wing ADPM as required)*

TRAINEE

I have received and completed all of the above training requirements and shall comply with the Incirlik Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).

Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

UNIT ADPM

I certify that the above individual has completed all local training requirements outlined in the Incirlik Airfield Driving Instruction (ADI). Check all applicable restrictions.

☐   Loops only.
☐   Daylight Hours only.
☐   Other (*Specify*).

Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

WING ADPM or designated representative (*as required*)

Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Attachment 8

TDY AIRFIELD TRAINING ROSTER – MASS BRIEFING

TDY AIRFIELD TRAINING ROSTER – MASS BRIEFING

SECTION I – UNIT INFORMATION *(Competed by TDY Unit prior to arrival)*

Unit	Home Station	Point of Contact (Rank, Last Name, First Name)	Duty Phone

SECTION II – PERSONNEL INFORMATION *(Completed by TDY Unit prior to arrival)*

List names of personnel taking part in Incirlik Airfield Training orientation. Individuals listed below must possess a current AF IMT 483 from their home station. Any individual not listed shall be prohibited from driving on the Airfield during the duration of the TDY/exercise. Personnel requiring CMA access must also complete Attachment 6 of the Incirlik ADI.

Rank, Last Name, First Name, MI	Unit/Office Symbol	Duty Phone

SECTION III – HOST UNIT CERTIFICATION *(Competed by Host Unit upon arrival)*			
HOST UNIT SUPERVISOR			
I have/have not received a comprehensive list of all TDY personnel requesting local Airfield Driving privileges. TDY personnel shall not be authorized driving privileges until local Airfield orientation training has been completed. TDY personnel will not be granted access to the CMA unless they have completed all training and testing requirements outlined in AFI 13-213 USAFESUP_I and IABI 13-213. TDY personnel shall wholly comply with the Incirlik Airfield Driving Instruction (ADI) and are fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas. Personnel with CMA access understand that no vehicle or pedestrian shall enter the runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT). Briefing Completion Date: _____			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM or designated representative (*as required*)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Attachment 9

POV, CONTRACTOR & GOVERNMENT-LEASED VEHICLE PASS REQUEST LETTER

MEMORANDUM FOR 39 OSS/OSAB

FROM: (Unit Commander Office Symbol or Company/Contractor Representative)

SUBJECT: Request for POV/Government-Leased Vehicle (GLV) Pass

1. The following individuals request vehicle passes to operate POV or Government-leased vehicles on the Incirlik airfield. Individuals have received local airfield training IAW AFI 13-213 USAFESUP_I and the Incirlik Driving Instruction.

Name/Grade:					
Incirlik AF IMT 483 #:					
Organization:					
Duty Phone:					
Vehicle Description:	Make	Model	Year	Color	License Plate #
Requested Areas:					
Justification:					
Effective Dates:					
Pass/Permit Number (Issued by 39 OSS/OSAB):					

2. If you have any questions or concerns regarding this request, please feel free to contact me at DSN XXX-XXXX or Commercial (XXX) XXX-XXXX.

                                        XXXX X. XXXXX, Rank, USAF
                                        Commander/Company/Contractor Rep

Attachment 10

SUSPENSION/REVOCATION OF AIRFIELD DRIVING PRIVILEGES – SAMPLE MEMORANDUM FOR RECORD

MEMORANDUM FOR 39 OSS/OSAB

FROM: (Unit ADPM or CC/Office Symbol)

SUBJECT: Suspension/Revocation of Airfield Driving Privileges

1. IAW AFI 13-213 USAFESUP_I, paragraph 3.2.8 and Incirlik ADI 13-213 paragraph 6.4, suspension/revocation of airfield driving privileges occur when qualified airfield vehicle operator exhibits gross or repeated violation of airfield safety or rules, or an overall demonstrated lack of ability on the part of the vehicle operator.

2. The listed vehicle operator has failed to adhere to airfield driving standards. As such, airfield driving privileges have been suspended/revoked.

    a. Last Name, First Name**:**

    b. Organization/Office Symbol:

    c. AF IMT 483 Certification Number:

    d. Duty Phone:

    e. Unit Airfield Driving Program Manager:

    f. Date/Time/Location:

    g. Infraction:

3. Member shall complete airfield driving re-training with Unit ADPM. Unit Commander's written recommendation is required, prior to requesting WADPM reinstate airfield driving privileges.

4. If you have any questions or concerns regarding this request, please feel free to contact the XXXX XXXXXX at XXX-XXXX.

                                          XXXX X. XXXXX, Rank, USAF
                                          Unit ADPM/Unit CC

Attachment 11

**RECOMMENDATION FOR REINSTATEMENT OF AIRFIELD DRIVING
PRIVILEGES – SAMPLE MEMORANDUM FOR RECORD**

MEMORANDUM FOR 39 OSS/OSAB

FROM: (Unit CC/Office Symbol)

SUBJECT: Recommendation for Reinstatement of Airfield Driving Privileges

1. IAW Incirlik ADI 13-213, paragraph 6.4.3, _____ has completed airfield driving
re-training and has met the requirements to request reinstatement of airfield driving privileges.

2. Member has satisfied my requirements for re-training and has received my approval to seek
reinstatement of airfield driving privileges.

3. If you have any questions or concerns regarding this request, please feel free to contact
XXXX XXXX at XXX-XXXX.

                                        XXXX X. XXXXX, Rank, USAF
                                        Commander

1st Ind

MEMORANDUM FOR X XX/CC

FROM: 39 OSS/OSAB

SUBJECT: Reinstatement of Airfield Driving Privileges

1. Request for reinstatement of airfield driving privileges is/is not approved.

                                        XXXX X. XXXXXX, XXXX, USAF
                                        Wing Airfield Driving Program Manager

Attachment 12

COLOR VISION TESTING – AFSC EXEMPTIONS

The following AFSCs are exempt from the color vision testing requirement:

1C1XX	Air Traffic Control
1C3XX	Command Post
1C4XX	Tactical Air Control Party
1C5XX	Aerospace Control and Warning Systems
1C6XX	Space Systems Operations
1C7XX	Airfield Management
1N0XX	Operations Intelligence
1N1XX	Geospatial Intelligence
1P0XX	Aircrew Flight Equipment
1S0XX	Safety
1U0XX	UAS Sensor Operator
1W0XX	Special Operations Weather
2A0XX	Avionics Test Station and Components
2A3X1	A-10, F-15 and U-2 Avionics System
2A3X2	Integrated Avionics System
2A3X3	Tactical Aircraft Maintenance
2A5X1	Aerospace Maintenance
2A5X2	Helicopter/Tilt rotor Maintenance
2A5X3	Integrated Avionics System
2A6X1	Aerospace Propulsion
2A6X2	Aerospace Ground Equipment
2A6X3	Aircrew Ground Equipment
2A6X4	Aircraft Fuels Systems
2A6X5	Aircraft Hydraulics Systems
2A6X6	Aircraft Electrical and Environmental Systems
2A7X2	Nondestructive Testing
2F0X1	Fuels
2M0X1	Missile and Space Systems Electronic Maintenance

2M0X2	Missile Space Systems Maintenance
2M0X3	Missile and Space Facilities
2P0X1	Precision Measurement Equipment Maintenance
2T1X1	Vehicle Operations
2T3X1	Vehicle and Vehicular Equipment Maintenance
2T3X2	Special Vehicle Maintenance
2W0X1	Munitions Systems
2W1X1	Aircraft Armament Systems
2W2X1	Nuclear Weapons
3D1X2	Cyber Transport Systems
3D1X3	RF Transmissions Systems
3D1X5	Ground Radar Systems
3D1X6	Airfield Systems
3D1X7	Cable and Antenna Systems
3E0X1	Electrical Systems
3E0X2	Electrical Power Production
3E1X1	HVAC
3E2X1	Pavements and Construction Equipment
3E3X1	Structural
3E4X1	Water and Fuels Systems Maintenance
3E4X3	Pest Management
3E5X1	Engineering
3E7X1	Fire Protection
3E8X1	EOD
3E9X1	Emergency Management
3NXXX	Public Affairs
3N0X2	Broadcast Journalist
3N0X3	Graphic Arts
3N0X4	Still Photography
3P0X1	Security Forces
4A2X1	Biomedical Equipment
4B0X1	Bioenvironmental Engineering

4E0X1	Public Health
4N0X1	Aerospace Medical Service
4P0X1	Pharmacy
4T0X1	Medical Laboratory
4T0X3	Histopathology
4Y0X1	Dental Assistant
4Y0X2	Dental Laboratory

Reference: *Air Force Enlisted Classification Directory (AFECD), Volume 1 & 2*

13S	Space Operations
32E	Civil Engineer
43P	Pharmacist
71S	Special Investigations

Reference: *Air Force Officer Classification Directory (AFOCD)*

Attachment 13

AIRFIELD DIAGRAM

A copy of the airfield diagram can also be found at the 39 ABW Airfield Driving Program SharePoint website (https://cs1.eis.af.mil/sites/39ABWADP/SitePages/Home.aspx).

Attachment 14

VEHICLE CALL SIGNS

Unit	Call Sign	Position
39 ABW	Sultan 1	39 ABW/CC
39 ABW	Sultan 2	39 ABW/CV
39 MSG	Sultan 3	39 MSG/CC
39 MDG	Sultan 4	39 MDG/CC
39 CES	Hammer 1	39 CES/CC
39 CONS	Contract 1	39 CONS/CC
39 CS	Comm 1	39 CS/CC
39 SFS	Eagle 1	39 SFS/CC
39 MXS	Bison 1	39 MXS/CC
39 LRS	Log 1	39 LRS/CC
728 AMS	Airlift 1	728 AMS/CC
414 ERS	Pred 1	414 ERS/CC
414 ERS	Pred 2	414 ERS/DO
39 OSS	Hydra 1	39 OSS/CC
39 OSS	Hydra 2	39 OSS/DO
39 OSS	Hydra 3	39 OSS/ADO
39 OSS	Ops 1	OSA/CC
39 OSS	Ops 2	OSA/DO
39 OSS	Airfield 1	Airfield Manager
39 OSS	Airfield 2	Deputy Airfield Manager
39 OSS	Airfield 3	NCOIC, Airfield Management Ops
39 OSS	Airfield 4	NCOIC, Airfield Management Training
39 OSS	Airfield 5	Airfield Management Shift Personnel
39 OSS	ATCALS 1-10	ATCALS Maintenance
39 ABW	Sultan Control	Command Post
39 ABW	Safety 1	39 ABW/SE
39 ABW	Safety 2	39 ABW/SEF
39 ABW	Safety 3	39 ABW/SEG
39 ABW	Safety 4	39 ABW/SEW

39 ABW	Diablo 1	39 ABW/IGI
39 MDG	Doc 2	39 MDG/SGP
728 AMS	Airlift 2/3/4	728 AMS Command Staff
728 AMS	AMC 1/2/3	728 AMS Personnel
728 AMS	Golf 1/2/7/8/9	728 AMS Personnel
728 AMS	Rodeo	728 AMS Personnel
728 AMS	Traffic	728 AMS Personnel
728 AMS	Port	728 AMS Personnel
728 AMS	Renegade 1/2/3	728 AMS Personnel
728 AMS	Renegade AGE	728 AMS Personnel
728 AMS	Loader 1	728 AMS Personnel
39 CES	Airfield Lighting	Airfield Lighting Personnel
39 CES	Chief 1/2	Fire Department Chief
39 CES	Rescue 3	Fire Department Personnel
39 CES	Crash 4/6/7/8/9	Fire Department Personnel
39 CES	Engine 12/13/14	Fire Department Personnel
39 CES	Tanker 25	Fire Department Personnel
39 CES	Hazmat	Fire Department Personnel
39 CES	LP 1	Fire Department Personnel
39 CES	Tech 16	Fire Department Personnel
39 CES	Sweeper 1	Airfield Sweeper
39 CES	Barrier 1/2/3/4	Barrier Maintenance
39 CES	Bison 2	Maintenance Ops Officer
39 MXS	Bison Chief	Maintenance Superintendent
39 MXS	Bison Super	Maintenance Production Superintendent
39 MXS	TA Super	Transient Alert NCOIC
39 MXS	TA 1/2	Transient Alert
39 MXS	Recovery 1/2/3/4	Transient Alert
39 MXS	TA Base	Transient Alert Base Station
39 MXS	Dat 1	Close Watch/Damage Access Team
39 MXS	Raven 1	Munitions Flight Commander
39 MXS	Raven 2	Munitions Flight Chief

39 MXS	Munitions Control	Munitions Control
39 MXS	Raven 3	Weapons NCOIC
39 MXS	Raven 5	Vault NCOIC
39 MXS	Raven 6	Weapons Support NCOIC
39 MXS	Raven 7-16	Weapons/Vault Maintenance Crews
39 MXS	Raven Nest	Weapons Dispatch
39 MXS	Osprey 1/2/3/4	NARS
39 MXS	Shadow 1-3	Munitions Controllers
39 MXS	Shadow Super	Control Mobile NCOIC
39 MXS	Phantom	Alternate Control Mobile
39 MXS	Systems Super	Systems Superintendent
39 MXS	E & E	Electro/Environmental
39 MXS	Falcon Super	Ammo NCOIC
39 MXS	Falcon Nest	Conventional Munitions Dispatch
39 MXS	Falcon 2-13	Conventional Munitions Crews
39 MXS	NDI	NDI
39 MXS	Structures	Structural Metals
39 MXS	AGE Chief	AGE Production Flight Chief
39 MXS	AGE Super	AGE Production Superintendent
39 MXS	AGE Base	AGE Production Office/Dispatch
39 MXS	Owl 1	EOC Representative
39 MXS	Renegade AGE 1/2	Line Drivers
39 MXS	QA 1	39 MXS/QA Superintendent
39 MXS	QA 2	Chief Inspector
39 MXS	QA 3-7	Quality Assurance
39 MXS	MOC	MOC (when activated)
39 SFS	Knight 1-6, 9, 10	Security Forces Personnel
39 SFS	Assassin 5/6	Security Forces Personnel
39 SFS	Brave 5/6	Security Forces Personnel
39 SFS	Cavalier 5/6	Security Forces Personnel
39 SFS	Dark Knight 5/6	Security Forces Personnel
39 SFS	Romeo 1-5, 5B, 6-8	Security Forces Personnel

39 SFS	Whiskey 5/6	Security Forces Personnel
39 SFS	November 2	Security Forces Personnel
39 SFS	Sierra 1/2	Security Forces Personnel
39 SFS	Blade 1/2/3/4	Security Forces Personnel
39 SFS	Charlie 1-10	Security Forces Personnel
39 SFS	Delta 1-10	Security Forces Personnel
39 SFS	Lima 1/2/3/4	Security Forces Personnel
39 SFS	Echo 1-10	Security Forces Personnel
414 ERS	Pred Super	Maintenance Site Lead/Shift Superintendent
414 ERS	Pred Ops	On-Duty Aircrews or Admin Personnel
414 ERS	Pred Maintenance	Maintenance Personnel
(Any Unit)	Airfield Trainer 1	Airfield Training Orientation

Note: This list contains only those ground airfield drivers / units who have mission essential requirements to drive on the airfield and / or within the CMA and need to communicate with ATCT on a regular basis. It does not include those airfield drivers who occasionally communicate with tower personnel.

Attachment 15

AIRFIELD SIGNS, MARKINGS AND LIGHTING

The following sign, markings and lightings are commonly applicable to the Incirlik airfield. Standards are IAW UFC 3-535-01, *Visual Air Navigation Facilities* and ETL 04-2, *Standard Airfield Pavement Marking Schemes.*

1. Signs.

Mandatory Signs. Coloring is Red background with White lettering.

    a.   Information Signs. Coloring can be Yellow background with Black lettering or Black background with Yellow lettering.

    b.   Location Signs. Coloring is Black background with Yellow lettering and border.

    c.   Runway Distance Markers. Coloring is Black background with White lettering. Internally lit for nighttime operations.

    d.   Arresting Gear Markers. Coloring is Black background with Yellow circle. Internally lit for nighttime operations.

2. Markings.

    a.   Taxiway markings will be retro-reflective yellow painted markings.

    b.   Runway markings will be retro-reflective white painted markings. Exceptions to rule are runway overrun markings, which will be retro-reflective yellow painted markings.

    c.   VFR Hold Line Marking. This marking is defined by its double dashed and double solid design and is typically located 100 feet to 250 feet from the near edge of the runway.

    d.   Instrument/ILS Hold Line Marking. This marking is defined by a distinct "ladder" design, with the letters "INST" positioned on the side closest to the runway. This marking is positioned to prevent airfield drivers from entering the Glide Slope Critical Area and interfering with an activated instrument landing system.


    e.   Non Standard Controlled Movement Area (CMA) Marking. This marking is defined by a white bar with red "STOP" lettering spaced across. This marking is positioned to prevent airfield drivers from entering the Controlled Movement Area. airfield drivers must contact ATCT for permission to cross this marking.

    f.   Restricted Marking. This marking is red in color and is designed to protect a restricted area of the airfield. Personnel must have an authorized restricted area badges (AF IMT 1199) in their position prior to entering a restricted area through a defined entry control point.

g. Entry Control Point Markings. This marking defines an entry control point into a restricted area on an airfield. Personnel must have an authorized restricted area badges (AF IMT 1199) in their position prior to entering a restricted area.
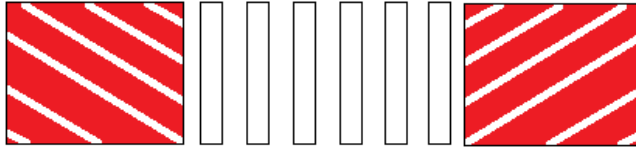
h. Driving Lane Markings. Driving lanes are marked with retro-reflective white paint and are designed to appear as a typical roadway.

3. Lighting.

a. Taxiway edge lights. These lights define the lateral limits and direction of a taxiing route (Taxiway).

b. Runway edge lights. These lights define the lateral and longitudinal limits of the runway surface. These lights provide visual guidance during takeoff and landing operations at night and under low visibility conditions.

c. Runway edge light with split yellow/amber. These lights are identical to runway edge lights, except that the light is half white and half yellow/amber. This light is designed as a visual, cautionary tool to inform aircrews that only 2000 feet of the instrument runway remains. The

yellow/amber portion of the light will be facing the approach end of the runway, with the white light facing the departure end of the runway.

d. Obstruction lights. These red lights are used to define the vertical and horizontal limits of natural or manmade objects which are considered a hazard to air navigation. White lights may also be used on structures less than 200 feet tall with MAJCOM approval; however, these lights shall not be located in clear zones or near the immediate vicinity of the runway(s).

e. Construction lights. These lights are placed on construction barricades to provide visual aid of the construction area. These lights will be yellow/amber or red in color and will flash at a rate of 55 to 160 flashes per minute.

f. Rotating beacon. This lighting system rotates 360 degrees and consists of a single-peaked green light and a double-peaked white light. The purpose of this lighting system is to help pilots identify the airfield. For example, a double-peaked white light represents a military airfield, where a single-peaked white light represents a civil airfield.
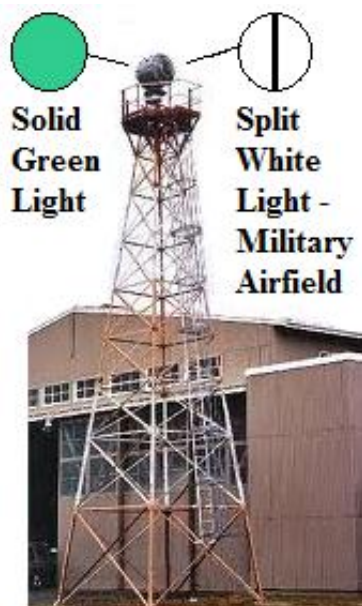
g. Approach lights. This complex, multi-colored lighting system provides visual guidance during landing operations at night and under low visibility conditions.

h. Ballpark light. These white lights are used to illuminate large areas, such as a parking apron.

Attachment 16

RADIO TECHNIQUES

a. Listen before transmitting. If other airfield drivers are talking, the keying of another radio will override the current transmission. Pause and listen. Proceed to transmit your request when assured no other transmissions are taking place.

b. Think before keying the radio. Know exactly what you need to say before you say it.

c. When keying the radio, keeping it close to your mouth, press and hold the transmission button and allow a slight delay before speaking your first word. This shall ensure your full transmission is broadcasted clearly. Speak in a normal, conversational tone.

d. Release the transmission button a few seconds after your last word. If the transmission was not acknowledged, pause momentarily and repeat again. ATCT may be locating your position on the airfield, transmitting on a different frequency, or scanning the runway to enable the request.

e. Be alert to the tones or lack of tones through the radio. Check volume, recheck frequency, and check to make sure the transmission key is not stuck in the transmit position. Frequency blockage can occur for extended periods due to unintentional radio operation. This type of interference is commonly referred to as a "stuck mike" and controllers may refer to it in this manner when attempting to correct the problem.

f. Be sure that you are within the performance range of your radio equipment and the ground station equipment.

g. Use caution when using a vehicle mounted/handheld radio and operating a vehicle at the same time. When possible, only use the radio when safely parked.